



## Professional Organizer

### About Hearts of Hospitality

At Hearts of Hospitality, our mission is simple but powerful — bringing families back to the dinner table.

We serve households with compassion, trust, and peace, offering more than cleaning — we help restore order, reduce overwhelm, and create spaces where families can thrive.

Our Organizing Division is designed to help families simplify, find clarity, and create homes that feel functional and full of ease. Professional Organizers are at the heart of this mission, transforming cluttered or chaotic areas into peaceful, sustainable systems that support everyday life.

### The Role

The Professional Organizer is a creative, compassionate guide who brings order, structure, and calm into homes.

This role blends hands-on organizing, system creation, gentle coaching, and project coordination. You'll help families declutter, build sustainable routines, and create customized systems that reduce stress and make home life flow with ease.

Whether refreshing a pantry, overhauling a playroom, prepping a home for a new season, or designing a whole-home organizational plan, your goal is to create clarity, balance, and harmony within the home.

### What You'll Do

#### Home Organization & System Creation

- Organize kitchens, pantries, closets, playrooms, offices, garages, storage rooms, and more.
- Create functional and sustainable “Heartbeat Systems” tailored to each household.

- Lead clients through decluttering with compassion and respect for emotional attachments.
- Develop written plans or maintenance guides to help families stay organized long-term.

## **Project Management & Client Support**

- Conduct in-home consultations to assess needs, goals, and household flow.
- Create customized action plans for organizing sessions.
- Track project timelines, product sourcing lists, and session notes.
- Maintain communication logs and updates for families and the HOH leadership team.

## **Product Sourcing & Storefront Support**

- Recommend and source products such as bins, labels, shelving, and home systems.
- Support Hearts of Hospitality's organizing storefront by curating displays and monitoring inventory.
- Build relationships with wholesalers and local vendors to align products with HOH values.
- Assist with seasonal merchandising, pop-up events, and workshops.

## **Home Reset & Seasonal Organization**

- Assist with seasonal changeovers (wardrobes, décor, storage transitions).
- Support families with donation drop-offs, shredding, and item categorization.
- Prepare spaces for guest visits, holidays, or life transitions (new baby, downsizing, remodels, etc.).

## **Marketing & Documentation**

- Capture before/after photos with client consent.
- Help curate client stories, educational content, and organizing tips for marketing.
- Maintain accurate client files, product recommendations, and session notes.

## Who You Are

You're a heart-led professional who finds purpose in creating order, beauty, and peace in everyday spaces. You love helping families breathe easier and feel proud of their home again.

You have:

- Exceptional organization and time-management skills
- A heart for service and a naturally calming presence
- Strong communication, listening, and problem-solving skills
- An eye for both aesthetics *and* functionality
- A proactive mindset — you anticipate needs before being asked
- Discretion and respect for client privacy
- Creativity paired with the ability to implement practical systems

## Requirements

- 2–3+ years of experience in organizing, staging, design, home services, or related fields
- Valid driver's license and reliable transportation
- Comfortable using smartphones, email, photo apps, and digital checklists
- Physically able to lift bins, move items, bend, and work on your feet
- Must pass a background check
- Flexible availability between **9 AM – 5 PM**, Monday–Friday, with occasional evenings or weekends as needed

## Details

- **Hours:** 15–30 hours per week (with opportunity to grow as the division expands)
- **Compensation:** \$20–28/hour depending on experience + tips + commission on storefront sales
- **Location:** Fargo–Moorhead area and surrounding communities
- **Reports To:** Leadership Team

## **Why Join Hearts of Hospitality**

At Hearts of Hospitality, you'll be part of a team that believes hospitality is love in action. We value compassion, connection, and community—both in the homes we support and within our own team.

You'll receive hands-on training, ongoing mentorship, and the support of a leadership team that believes in your gifts. Together, we create meaningful work that brings peace, clarity, and joy to the families we serve.