



Chief of Staff

Screen Sanity is a Kansas City-based nonprofit that helps parents raise happy and healthy kids in a world that is filled with screentime and social media pressures. Screen Sanity provides resources to help families maximize the benefits of technology, but minimize the side effects our kids experience, including loneliness, depression, anxiety and suicide.

The Opportunity

As Screen Sanity's Chief of Staff, you will serve as a high-impact integrator and operational multiplier for our CEO, managing internal communications, special projects, and team connectivity. You will provide critical air cover for the CEO—keeping executive workflows and key initiatives moving seamlessly as the CEO focuses on fundraising development and strategy development. This role will have direct access to key strategy development, key donor meetings, and organizational alignment development.

In addition, a core pillar of this role is leading our remote-first culture, creating intentional touchpoints that keep our distributed team connected, aligned, and energized around our mission. This position is ideal for a proactive, highly organized, early-to-mid-career professional who excels in project coordination, internal communication, and building authentic team community.

Main activities

Executive Alignment & Operational Support

- Serve as an operational multiplier for the CEO, tracking priority initiatives and ensuring smooth follow-through as the CEO focuses on fundraising, external partnerships, and strategy.
- Manage executive workflows, including coordinating leadership team meetings, setting agendas, and tracking follow-up action items.
- Assist in preparing high-quality presentation materials, reports, and communications for the Board of Directors and key stakeholders.

Remote Culture & Community Building

- Design and execute intentional culture-building programs for our fully remote team (e.g., virtual retreats, team traditions, recognition programs).
- Establish communication habits and team norms that keep staff members connected, engaged, and aligned with Screensanity's mission.
- In conjunction with others, conduct new employee/contractor onboarding, ensuring new team members have a warm, structured, and welcoming introduction to our team culture and systems.

Project Coordination & Internal Facilitation

- Shepherd special projects and cross-functional initiatives to completion
- Support smooth coordination between executive priorities, incoming development initiatives, and program teams.
- Draft internal updates, executive announcements, and team-wide communications.

Knowledge, skills and qualifications:

- Strong verbal and written communication skills
- Strong project management skills
- Bachelor's degree in a relevant field
- Experience working for a nimble nonprofit organization
- Strong organizational, planning, coordination and time-management skills
- Experience with basic graphic design systems (e.g., Canva)
- Ability to understand the overall Screen Sanity vision and priorities
- Passion to propel Screen Sanity's mission and equip families
- Eagerness to receive and respond to feedback and direction

This position will consist of 40 hours per week and will report to the Managing Director. This is a full-time, salaried position and will consist primarily of remote work. Where mutually agreed upon, 30 hours per week can also be considered full-time. Competitive benefits are offered.

An ideal candidate will be in Kansas City but candidates nationwide will be considered. If located outside Kansas City, occasional travel is expected to Kansas City and other relevant sites.

All content developed through this position is the property of Screen Sanity, Inc.

Questions? Contact Screen Sanity's Managing Director, Sam Lee
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