

Habitually Organized LLC is Hiring!

Assistant Professional Organizer

Part-Time / Contract-to-Hire / Dallas, TX

Habitually Organized is a Dallas-based professional organizing company that helps households and small-to-medium businesses create order, beauty, and sustainable systems. From decluttering and move management to holiday decorating and productivity solutions, we bring calm and function to every space. Our clients include high-profile individuals and everyday families who trust us with their homes, offices, and belongings.

We're growing our team and looking for Organizing Assistants to join us!

What You'll Do

As an Organizing Assistant, you'll support the Owner & Lead Professional Organizers on a variety of projects. Every day looks a little different, but tasks may include:

- Sorting, relocating, and organizing items
- Assembling and installing organizing products
- Breaking down boxes, taking out trash, and dropping off donations
- Shopping for supplies and handling returns
- Uploading photos and notes into our project management system and Dropbox
- Keeping your availability updated in our shared calendar without having to be reminded
- Pitching in wherever needed to help projects run smoothly
- Attending company meetings - virtual or in person

What We're Looking For

The right fit is someone who is flexible, reliable, and enjoys bringing order to chaos. Your main purpose is to support the owner and lead organizer. You should be:

- Local: Within 5 miles of downtown Dallas (or nearby—tell us your distance)
- Have availability to work 3 consecutive weekdays a week, 9 am - 5 pm
- Flexible: Able to drive to different job sites across DFW, sometimes on short notice
- Dependable: On time, responsive, and able to commit to the schedule you share
- Physically Ready: Comfortable lifting to 25 lbs, climbing stairs and ladders, and being active and standing for long stretches.
- Team-Oriented: Kind, respectful, and non-judgmental in all client environments (pets included!)
- Tech-Savvy Enough: Can use apps, calendars, label makers, project management software, inventory software, and upload photos easily
- Detail-Minded: Understanding of spatial relations, time management, and problem-solving skills are a must.
- Be willing to be in pics and videos for social media
- Have a late-model SUV in good condition to handle store purchases and donations
- Volunteer: Be available to volunteer once a year for community service projects

You must be willing to pass a background check, drug test, and sign an NDA/Non-Compete Agreement.

What You Can Expect

- Hours: 0–24 per week, mostly weekdays between 9 am–5 pm. Some days are shorter. Hours vary and are not guaranteed. There are some after-hours communications and data entry as necessary.
- Pay: \$15 - \$30. Everyone starts at \$15/hr. After 24 onsite hours, the rate increases to \$20/hr if it's a good fit. Rate increases with experience/performance.

- Growth Opportunity: Strong performers can advance to Lead Professional Organizer/Project Manager roles.

Who This Job *Is* For

- Someone looking for flexible, part-time work and extra income (but not dependent on guaranteed hours)
- Someone who thrives in changing environments and enjoys variety
- Someone patient, adaptable, and tactful in chaotic or messy spaces

Who This Job *Is Not* For

- Anyone planning to start or own their own organizing business (you'll sign a non-compete)
- Someone who cannot commit to flexible hours or who relies on a guaranteed income
- Someone who is uncomfortable with pets and messy environments
- This job is not a good fit for someone who cannot reliably commit to scheduled jobs, as last-minute cancellations leave our team unable to meet client commitments.

Question: Who is your favorite band/singer? There is no right or wrong answer. Please provide that with your application.

How to Apply

Email hello@habituallyorganized.com with "Organizing Assistant" in the subject line. Please include:

-  Resume
-  Explanation for any jobs held for less than 2 years
-  Days and hours of the week (M-F) that you are available to work
-  Your location
-  Video of at least one area in your home explaining your process for organizing it
-  A brief explanation sharing why you'd be a great fit
-  An explanation of how you can work a part-time job with no guaranteed hours
-  Your availability for a Zoom interview

References will be requested if you move forward.