

Startup Operations Lead

KareTeam · Hybrid Role in Colorado, with company based in Colorado Springs·

Full-time · Salary + equity. \$50,000 to \$120,000 based on experience

Position open October 20, 2026 through November 30, 2026 ... or until successful hire.

About KareTeam

Most people want to age at home. Few families know whether that's realistic, or what it would take. KareTeam is a venture-backed AI software company that answers those questions for hospitals, home care and home health agencies, and aging consultants. **KareTeam Calculator** assesses whether aging at home is safe and workable. **KareTeam Plan** turns that answer into a practical age-in-place plan. **KareTeam Connect** activates the plan by bringing family and friends in to help and offering ongoing recommendations as needs change. Our products are unique in the market, and we're growing fast.

The Role

We're looking for our first dedicated operations hire: the person who figures out how to keep things running smoothly as the company transitions from early startup into scale. That means filling the white spaces between various areas, so the rest of the team can build and sell. At our stage, its doing a little of everything. One day you're assisting with building processes and systems for onboarding hospital customers. The next you're reconciling invoices, setting up a new hire's accounts, or turning a messy process into a clean one.

This is a true utility-player role, and it's built to grow. As KareTeam scales, the right person can grow into leading operations for the company. Reporting directly to our CEO, a seasoned startup leaders—you'll see how a startup is built from the inside and help shape it.

What You'll Do

- **Keep the business running.** Manage day-to-day administration, including contracts, vendors, software tools, subscriptions, and company records.
- **Support finance.** KareTeam has a fractional CFO and outsourced accounting. But there are still the interface roles: handle invoicing, collections, expenses, and bill payment, and work with our outsourced firm on monthly close, payroll, and budgeting.
- **Back up sales and customer success.** Keep our CRM clean, prepare proposals and contracts, coordinate customer onboarding, and help answer the security and compliance questionnaires that hospitals and health systems require.
- **Build our people operations.** Coordinate hiring, onboarding, and off-boarding, administer benefits, and help create the policies a growing team needs.
- **Turn chaos into process.** Spot what's breaking as we grow, then build the systems, playbooks, and tools that fix it.
- **Support leadership.** Help prepare board and investor updates, track key metrics, and manage logistics for conferences, customer visits, and team events.
- **Take on whatever matters most.** At a startup, priorities shift. You'll be the person who says "I've got it."

What You Bring

- 2–5+ years of experience in operations, business administration, or a similar generalist role. Have much more experience? If you're eager to get back to building at an early-stage company, we want to hear from you.
- Strong organization and follow-through, with the ability to juggle many priorities without dropping details
- Comfort with numbers, including budgets, invoices, spreadsheets, and basic financial reporting
- Clear, professional communication with customers, vendors, and teammates
- Ease with software, and quick to learn new tools
- Ownership and good judgment, with the ability to work independently and know when to escalate
- Real interest in our mission of helping older adults live safely and well at home

Bonus Points

- Experience at an early-stage startup, especially one going through rapid growth
- Background in aging services, home care, home health, senior living, or hospital settings
- Familiarity with healthcare compliance (HIPAA, BAAs, vendor security reviews)
- Experience at a B2B SaaS company or with sales operations
- A varied career path; we value people who've worn many hats.
- Ambition to grow into a head of operations or COO role

Why Join Us

- **Meaningful work.** Help families through one of life's hardest transitions. KareTeam is a for-profit, for-impact company seeking to make the experience of aging better for aging people, their families, and those who care for them
- **Real ownership.** As our first operations hire, you'll build the playbook, not inherit one.
- **A path to grow.** Your role expands as the company does.
- **Equity.** Share in the success you help create.
- **Benefits.** Like many startups, we have an unlimited vacation policy that balances off against our passion and work ethic. Flexible schedules focused on results, not hours. And you'll help put other benefit programs in place over time.

To Apply

We know great candidates sometimes hold back if they don't check every box. If this role excites you, we'd love to hear from you. Just email us a cover letter, resume, LinkedIn, and anything else you think we should know to: info@kareteam.com.

And yes, we're an AI company, but a person, not a bot, will read every application. At this stage, we're looking for the right match.

KareTeam is an equal opportunity employer. We welcome applicants of all backgrounds, ages, and experiences.