

Monday, October 8, 2012

Front Desk Associate needed at Feldenkrais Institute

www.feldenkraisinstitute.com belinda@feldenkraisinstitute.com No phone calls please.

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The Feldenkrais Institute is looking for a part-time front desk associate to answer phone calls, schedule appointments, and do some light office work. Potential candidates should ideally have had experienced the Feldenkrais Method, be able to articulate his/her experience with it, and have a friendly demeanor or enjoy working in the customer service sector. Experience with the MindBody software, as well as a working knowledge of Google Adwords are major pluses.

This position is ideal for someone who is looking to join a growing, fast-paced organization, but needs a flexible schedule in order to pursue a creative career. He/she would start with 15-20 hours a week, with the eventual goal of working 20-25 hours a week. Hours are flexible and negotiable.

Perks would include free access to all Awareness Through Movement lessons offered at the Institute, and discounts to Institute workshops and events.

Interested parties should contact Belinda He (belinda@feldenkraisinstitute.com) with a letter of interest and resume. *We are looking to fill this position immediately.*

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