

Thursday, October 25, 2018

Office and Communications Coordinator

Company: Shine
Location: New York, NY

► [Share](#) | [Print](#) | [Download](#)



About Shine

Shine is New York City's leading provider of pop-up classes, parties, workshops, events, and camps for kids ages 0-12 years old. We take children's education, enrichment, and entertainment out of traditional environments and make them mobile by creating unique pop-up experiences in our clients' homes, a building's common space, or at venues in and around Manhattan, Long Island, and the Tri-State area.

Job Description

We are looking for a dynamic Communications + Office Manager to work 15-20 hours a week alongside the Director on all administrative responsibilities for a small, startup, early-childhood education business. The candidate must be polished, flexible, hard-working, outgoing, and highly organized. All Shine team members must be comfortable working both individually and as part of a team, as well as with children and adults in high-profile environments.

The candidate will manage all student data and contracts for Shine classes, workshops, and camps; organize Shine events collaboratively with the Director and clients; create and distribute marketing materials; and assist in the production of Shine's creative projects. The candidate will also work with the Director on ongoing outreach and business development.

We are looking for individuals with some experience in administration and the field of early-childhood education and/or the arts. Shine is a growing start-up business with a unique and creative working environment that offers collaborative problem solving, competitive pay, and room for growth. Suggested Tuesdays, Wednesdays, and/or Thursdays on site, in addition to remote, self-directed hours.

Requirements

Minimum 1 years experience in administration

Minimum Bachelor's Degree

Experience with Google Drive

Experience with mass email programs (WordPress or website creation a plus)

Comfortable working with large amounts of data

Work experience with children ages 2-10 years old encouraged

Must have a creative sensibility and be articulate, self-motivated, high energy, and able to work independently and as part of a team

Please send a cover letter, resume, and 2-3 references to rebecca@shinenyc.net by November 2, 2018.

Shine
New York, NY
shinenyc.net

For more information:
Rebecca Fitton
rebecca@shinenyc.net

[< back](#)

[previous listing](#) • [next listing](#)