

Tuesday, October 12, 2021

## i KADA Dance Center (Program manager, staff and dance instructors)

Company: i KADA Dance Center, Inc  
Location: Fort Lee, NJ

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We are now hiring staff members for our company.

- Program manager
- Intern and general staff (Bilingual in English and Korean are welcomed).
- Dance instructors (Ballet, Contemporary dance, Kpop dance, Hip-hop & street dance)

### JOB SCOPE

#### Program Manager

- Grant research, Coordinate, write and submit foundation. Corporate and government grant proposals and reports.
- Track new foundation funding opportunities.
- Outreach to potential donors and Create new cultivation materials for potential donors.

#### Staff & Internship

- Promote classes
- Updating the company website.
- Work on developing a marketing plan, and assist with designing flyers.
- Send email lists about upcoming classes, events.
- Attract more followers and feedback on social media sites.

### QUALIFICATIONS

- Excellent writing and editing skills (Grant writing or fundraising experience a plus).
- Dedicated, hardworking, positive and organized. .
- Interest in i KADA dance' mission and the arts.
- Experience with photography and film a plus.

### HOW TO APPLY

Please send resume to [ikadadance@gmail.com](mailto:ikadadance@gmail.com)

