

Monday, March 14, 2022

MOVE|NYC| is Hiring a Programs Assistant

Company: MOVE|NYC|
Location: New York, NY
Compensation: \$16 - \$18 per hour

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The Programs Assistant is a proactive, ambitious, creative, organized, and justice driven nonprofit professional who works as part of a coordinated team consisting of the Founders & Artistic Directors and Managing Director. The Programs Assistant's primary responsibility is to support all administrative, communications, and operational imperatives for MOVE|NYC|'s 6 artistic, mentorship, and professional development programs. The successful candidate will have at minimum 1-2 years of prior professional experience in a similar role and duties, evident passion for the arts and arts education, social and racial justice, and youth development and empowerment, an alignment with MOVE|NYC|'s mission, and demonstrated commitment to nonprofit management. The successful candidate must be able to work well with all levels of employees, be flexible in nature, have sound judgment with an open and collaborative style that encourages teamwork and cooperation. The Programs Assistant is directly supervised by the Managing Director and regularly collaborates with the Founders & Artistic Directors. The Programs Assistant is a part-time, 25 hour per week, and non-exempt position with opportunities for advancement. The position primarily requires remote administration, however, please note that annual program activities will take place in-person in New York City and may require in-person support. As such, all employees must be fully vaccinated to execute the duties of this position.

KEY RESPONSIBILITIES

The Programs Assistant is responsible for maintaining MOVE|NYC| as a creative and productive working environment and takes ownership over the evolving artistic administrative, communications, and operations objectives. Specifically:

ADMINISTRATION (50% of time)

Participate in the planning and implementation of artistic programs and initiatives

Collaborate with the artistic and executive staff on day-to-day administrative projects

Manage general program email inquiries, sending correspondence to current and prospective program participants and their guardians, providing information to faculty; and fielding any specific inquiries to the Executive team.

Support the team in annual recruitment and on-boarding and off-boarding of our program participants and their guardians by prepping annual entry and exit program materials.

Maintains calendars for artistic programs, scheduling appointments and meetings

Assist with annual revisions of handbooks and online orientation material

Create programs for events and produce program data reports, as necessary

Attend weekly virtual meetings with the Executive team

Support the Managing Director with program fundraising efforts, specifically program data collection.

Special Projects and other duties as assigned

COMMUNICATIONS (35% of time)

Support the team in executing program-related marketing for the promotion and communication of annual programs and program-related events, including compiling and mocking up digital content for our website, social media, and other marketing platforms and executing marketing deliveries.

Supply photo content and captions for newsletters and additional marketing materials

Responsible for implementation of program mass email communications, document / contract generation and submission, survey generation and collection, data collection, and database management.

May also coordinate with the Development team on communications projects

OPERATIONS (10% of time)

Maintain and track merchandise, costume, and hospitality inventory.

Assist staff with organizing and running of annual events, such as the audition process, winter and summer showcases, benefit dance concert, and partner events.

COORDINATION (5% of time)

Peer Mentorship Program (Fall - Summer): Coordinate and finalize virtual Zoom scheduling for up to 10 Peer Mentors and their matched Young Professionals. Ensure timely submission of session feedback forms and monthly invoices.

Artistic Internship Program (Summer): Coordinate and finalize scheduling for up to 4 Artistic Interns during summer programs and ensure that they bring their responsibilities to fruition.

Event Volunteers: Work with the Managing Director to execute annual program-related events, including the solicitation of volunteers and supervision of their duties.

OTHER

The Programs Assistant performs other support functions and duties as needed. MOVE|NYC| is a lean but growing organization; staff may be called upon to perform other duties essential to accomplish program goals and meet important deadlines.

SCHEDULE

The Programs Assistant is scheduled to work 25 hours per week. The position assumes responsibility on mutually agreeable working days and hours ideally starting Monday, May 2, 2022. General working hours are between 10:00 AM and 6:00 PM (EST), Monday to Friday. Occasional evening and weekend work may be required for annual activities and events.

QUALIFICATIONS

Experience & Abilities - The successful candidate:

Has a minimum of 1 to 2 years of administrative experience in an assistant position and the ability to be independent/minimum supervision and proactive in their role

Desires mentorship and a career in nonprofit arts administration (the nature of the role may not allow for artistic pursuits and best suits an arts administrator)

Demonstrates strong interests in the arts/arts education, social/racial justice, equity, and youth empowerment

Ability to take initiative, work collaboratively as part of and in a team setting, solve problems, look at the big picture, and maintain attention to detail

Exercises excellent judgment and proceed at all times with integrity and discretion

Knowledge & Skills - The successful candidate:

Has advanced organizational skills with the ability to manage multiple projects, be detail-oriented, time-efficient, and capable of working in a fast-paced work environment

Is comfortable and effective in communications with staff, students and their guardians, faculty, alumni, partners, and our larger community of supporters with diplomacy and tact

Demonstrates fluency and experience with G Suite and Microsoft Office and an ability and willingness to learn or research how to use or onboard to other systems

Demonstrates experience or willingness to learn digital marketing tools such as Mailchimp and Squarespace in addition to traditional social media platforms

Desirable but not required:

Having fluency with Adobe Creative Suite and experience with graphic design, layouts, and photo editing is highly desirable

Having video editing skills (ie. imovie) is highly desirable

Having newsletter and social media content generation and strategic skills is highly desirable

Other - The successful candidate:

Must have their own computer device

All employees must provide full proof of COVID-19 vaccination status

Availability to work occasional nights and weekends

COMPENSATION & BENEFITS

The range for this part-time non-exempt position is \$16 to \$18 per hour. Exceptionally qualified candidates will be considered at levels commensurate with their experience.

APPLICATION INSTRUCTIONS

Application Launch Date: Thursday, March 3, 2022

Application Desired Due Date: Thursday, March 31, 2022 (position will remain open until filled)

Anticipated Position Start Date: Monday, May 2, 2022

Thank you for your interest in working at MOVE|NYC|. Interested candidates should apply by sending an email to Managing Director Niya Nicholson at employment.movenyc@gmail.com with your Last Name, First Name: Programs Assistant in the subject line. Please submit a resume that reflects position experience and a 1-page cover letter that includes your personal statement and details your interest in the position and career goals, supporting experience, and contact information for two professional references in a single PDF. Successful applicants will be contacted for two rounds of virtual interviews. No phone calls or solicitations please. We encourage residents of New York City to apply.

Incomplete submissions will not be considered, nor will submissions sent via postal mail, fax, or phone.

ABOUT MOVE|NYC|

Founded in 2015, MOVE|NYC| Foundation Inc. is a leading-edge arts and social justice organization whose mission is to cultivate greater diversity and equity within the dance profession and beyond. MOVE|NYC|'s core program is the tuition-free, year-round, and New York City based Young Professionals Program that is dedicated to nurturing young people's creativity and potential, removing any economic or financial barriers that may exist to accessing the caliber of training and mentorship needed for the profession. Please learn more about our mission, program offerings, and other activities by visiting this link: <https://www.movenyc.nyc/purpose>.

MOVE|NYC| Foundation Inc. is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, religion, sex, sexual orientation, gender identity, national origin, disability, military status, or any other characteristic protected by law. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

We strongly encourage individuals that identify as BIPOC to apply.

MOVE|NYC|
REMOTE
New York, NY, 00000
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<https://www.movenyc.nyc/2022-audition-tour>

For more information:
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