

Friday, December 13, 2024

## JUNTOS Program Assistant

Company: JUNTOS Collective  
Compensation: \$15/hr

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Join the JUNTOS Team!

Are you passionate about dance, arts administration, and making an impact? JUNTOS Collective is hiring a Program Assistant to help bring our mission of building community through dance to life! This part-time contractor role offers flexibility (3–5 hours/week), opportunities for growth, and the potential to travel with JUNTOS programs to Guatemala or Mexico in summer 2025.

### Job Responsibilities:

- Support our JUNTOSAbroad and JUNTOSYouth programs, managing logistics like flights, itineraries, and communication with students, parents, and international partners.
- Assist with administrative tasks, including program planning, meeting preparation, and data management.
- Collaborate on event and performance planning for underserved communities.
- Represent JUNTOS' values of leadership, collaboration, and community building.

### What We're Looking For:

- High-level Spanish proficiency (spoken and written).
- Strong organizational and communication skills.
- Ability to self-manage and meet deadlines.

Familiarity with Google Suite (Docs, Sheets, Forms).

### Position Details:

- Start Date: No later than February 1, 2025
- Hours: 3–5 hrs/week, with flexibility
- Pay: \$15/hr (potential raise after 6-month review)
- Location: NYC-based is preferred but not required, as we primarily work remotely.

This is a great opportunity for anyone looking to gain hands-on experience in arts administration while working with a supportive and mission-driven team.

To apply for this position, email your resume to [admin@juntoscollective.org](mailto:admin@juntoscollective.org).

JUNTOS Collective is a 501(c)(3) nonprofit offering free dance workshops and performances in Mexico, Guatemala, NYC, and beyond. We partner with orphanages, migrant safe houses, hospitals, retirement homes, and more to foster connection and empowerment through the arts.

Be part of a team that uses dance to inspire confidence, leadership, and connection in underserved communities around the world!

