

Tuesday, September 30, 2014

Program Coordinator, International Ballet Youth Program

Company: Russian American Foundation

Location: new york, NY

Compensation: Salary + Medical insurance. Please specify expected salary level in the cover letter.

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NY based organization operates a number of programs for pre-professional/professional ballet community. The programs take place in NYC, CT and Moscow. The position is based at organization's NYC office, but requires some travel during the year and possible "on-location" residency for the actual 6 weeks of the Program. As the Program Coordinator, you will be working under the guidance of the Program Director. Some of your responsibilities will include: Outreach and relationship building with partners, nationally and internationally / Managing enrollment process / Overseeing Program vendors / Scheduling, planning and implementation of activities / During the Program being on-site at the location / Marketing of program, including maintaining program's website, creating newsletters / Administrative responsibilities. [This is a full-time position.](#)

REQUIRED:

- Strong organizational, multi-tasking, communication skills.
- Russian language fluency (written and oral).
- Computer proficiency: Microsoft Office, Gmail, Facebook, Constant Contacts (preferred).
- Sensitivity to/appreciation of foreign cultures and general work with children.
- Significant travel during the months of Jan – March, including weekends.
- Non standard hours, including weekends, especially during June – August.

PREFERRED: Awareness of pre-professional/professional ballet community, experience with international exchanges.

BENEFITS: Medical insurance, paid personal days

TO BE CONSIDERED: Please email your cover letter, resume and salary requirements to Olga rusamfoundation@aol.com. Please do not call.

Russian American Foundation
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new york, NY, 10018
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For more information:
Olga
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