

Monday, March 23, 2015

Programs and Operations Manager

Company: The Feldenkrais Foundation
Location: New York, NY

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The Feldenkrais Foundation was founded in 2010, as a non-profit, tax-deductible organization devoted to supporting research and promoting greater understanding of the Feldenkrais Method. We believe that the Feldenkrais Method has the ability to transform the quality of each person's life by restoring healthy movement and function, alleviating pain, and improving movement related difficulties and physical performance. The Feldenkrais Foundation was organized to bring the Feldenkrais Method forward in both the public and scientific arenas.

Responsibilities: The role of the Programs and Operations Manager is to maintain operational structures for the Foundation while also overseeing each program area. The Manager will also distribute marketing materials to help promote the Foundation's programming. Finally, this role will also assist with development tasks and fundraising as able.

Required Skills:

- Outstanding organizational skills
- Excellent planner and the ability to think ahead
- Enjoys thinking creatively and resourcefully
- Ability to handle multiple tasks simultaneously
- Strong interpersonal skills
- Comfortable working in a busy (and sometimes noisy) work environment
- Able to work well under pressure

Qualifications:

- Bachelors or Masters degree or equivalent experience
- Knowledge of The Feldenkrais Method preferred
- Experience working for a nonprofit
- Previous experience in event planning is a plus
- Knowledge of fundraising and grant proposal writing is a plus
- Experience using Excel, Word, QuickBooks
- Experience using social media (Facebook, Twitter, etc.)

Position Details:

Position is part-time with commitment of 20-24 hours per week, 3-4 days per week.

Position to be filled as soon as possible and training to start immediately.

Please send one page cover letter and resume to kirsten@feldenkraisfoundation.org

The Feldenkrais Foundation is an equal opportunity employer and considers all candidates for employment regardless of race, color, sex, age, national origin, creed, disability, marital status, sexual orientation or political affiliation.

For complete job description and more information, please go to <http://feldenkraisfoundation.org/about-us/opportunities/>

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