

Sunday, February 24, 2019

## Social Media & Marketing Coordinator

Company: Dancewave  
Location: Brooklyn, NY

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**ORGANIZATIONAL BACKGROUND:** Dancewave provides all NYC youth and adults access to a supportive dance experience that embraces and encourages individuality and equips students with the life skills to unlock their full potential as people and build their social equity as community members.

**JOB DESCRIPTION:** Dancewave is accepting applications for a Social Media & Marketing Coordinator to join as a part-time staff member for this growing organization. The social media component of the position consists of regular postings, developing strategy & marketing partnerships, and covering events. Marketing responsibilities include developing content for e-newsletters and other e-communications, managing freelance graphic design and website editor, maintaining contact lists, managing advertisements and event listings, and reporting on social media and marketing analytics. Position works closely will all other departments to develop promotions and communications for their programs, as well as company-wide initiatives.

### KNOWLEDGE, SKILLS, AND ABILITIES

#### Required:

Fluent in social media management (emphasis on Instagram, Facebook & Twitter)

Eye for design; experience with Canva

Superb writing, editing and verbal communications skills

Knowledge of communications planning/calendar management

Experience with Constant Contact (or similar)

Comfortable with using CRM databases (preferably Salesforce)

Resourceful, creative, flexible team player

Exceptional attention to detail in communications and data management

Deadline- and results-oriented

Experience working with dance/arts/education non-profit

Degree or certification in communications, social media management, or similar

#### Preferred:

2-4 years of experience

Experience with photography and videography

Experience with Adobe Creative Suite

Experience with Google Ads and Google Analytics

Experience managing print production

Experience managing freelancers & interns

#### TO APPLY:

Please email resume and cover letter to [jobs@dancewave.org](mailto:jobs@dancewave.org), with the subject title "Social Media & Marketing Coordinator". Include writing sample, links to managed social media accounts, and salary requirements.

Dancewave is an equal employment opportunity employer dedicated to maintaining an inclusive and equitable work environment, and does not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, pregnancy, national origin, age,

disability, veteran status, marital status, sexual orientation, gender identity, or any other legally protected class. Dancewave is committed to creating a dynamic work environment that values community, teamwork, creativity, understanding, and appreciation. People of color, women, LGBTQ individuals, and people with disabilities are strongly encouraged to apply.

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Dancewave  
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Brooklyn, NY, 11217  
718.522.4696  
[www.dancewave.org](http://www.dancewave.org)

For more information:  
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