

Monday, May 2, 2022

Program Coordinator Assistant

Company: Calpulli Mexican Dance Company
Location: Queens, NY
Compensation: \$20/hr

► [Share](#) | [Print](#) | [Download](#)



David Andrako

Job Title: Program Coordinator Assistant

Job Purpose: Enhance the capacity of the Program Coordinator to serve students and make community classes and events as efficient as possible

Reports to: Program Coordinator

Updated: April 2022

ORGANIZATIONAL MISSION

The Calpulli Mexican Dance Company (hereafter Calpulli) was founded in 2003 with the mission of celebrating the Mexican community through dance including live music. To this end, the organization produces performances via its international touring company, designs arts-in-education experiences for all ages, and leads community outreach activities in the northeastern USA.

POSITION SUMMARY

The Program Coordinator Assistant is a role related to Calpulli Community and its donation-based classes in dance and music. While a lead Program Coordinator ensures data management, customer service, and financial tracking on site, the Program Coordinator Assistant is an extension of this important work and assures that more students and families can partake in Calpulli Mexican Dance Company's programming. The hourly role is primarily needed at this time during weekend classes in Queens, Manhattan, and Staten Island and may expand to include other areas including Brooklyn and New Rochelle. Only a minor portion of the work can be completed remotely. The vast majority of the work is in-person.

Duties, Values and Responsibilities:

Communication

Provides all students a warm welcome to classes and Calpulli Mexican Dance Company in general

Communicates with and is the intermediary between the Program Coordinator, Teaching Artists, Students, and Families

Distributes program and event information both printed and online with students and patrons

Ensures Program Coordinator has attendance information after each class

Proactively and urgently communicates any issues related to student safety and the safety of any others in the class to the Program Coordinator

Information and Patron Management

Addresses requests and priorities as outlined by the Program Coordinator

Enters information in data management systems including Mindbody, Google docs, and other tools that may be employed in the future

Assists students and families with online registration including account set up, liability waiver, and addresses questions

Assists with credit card payments and assures receipts for all transactions are completed and that private information is protected

Ensures that students do not participate in classes (only view) till liability documentation is confirmed as signed by the Program Coordinator

Administrative & Logistical

Especially with young students, the Program Coordinator may need to walk them in and out of students, seek out parents/ guardians, and assure that they do not leave the studio unaccompanied

Prepares the studio as needed by removing/ adding equipment including sound

Removes debris and does light clean up as needed in waiting areas and studios

Guides students to class studios and throughout facilities as needed.

Learns the work of the Program Coordinator in case coverage is needed

QUALIFICATIONS

Customer service experience preferred

Ability to prioritize and triage competing requests and needs

Experience with online tools and software

Experience with Mindbody software is ideal however training will be provided

Passion for Calpulli Mexican Dance Company's mission and the role of community in our work

COMPENSATION

\$20/ hour

TO APPLY

Interested individuals please email your cover letter, resume, and/ or curriculum vitae to Executive Director, Juan Castaño at info@calpullidance.org with the subject line "Program Coordinator." Individuals proceeding to the interview process will be requested to provide references.

NONDISCRIMINATION POLICY

It is the policy of Calpulli Mexican Dance Company, Inc. to provide equal employment opportunities in compensation and other terms and conditions of employment without discrimination based on age, race, creed, color, national origin, gender, sexual orientation, disability, marital status, veteran status, genetic predisposition, or carrier status.

Calpulli Mexican Dance Company, Inc. is committed to assuring equal employment opportunity and equal access to services, programs and activities for individuals with disabilities. It is the policy of the Calpulli Mexican Dance Company, Inc. to provide reasonable accommodation to a qualified individual with a disability to enable such individual to perform the essential functions of the position for which he/she is applying or in which he/she is employed.

The policy applies to all employment and independent contractor practices and actions. It includes, but is not limited to, recruitment, job application process, examination and testing, hiring, training, disciplinary actions, rate of pay or other compensation, advancement, classification, transfer, and promotions.

Calpulli Mexican Dance Company
Mailing address: 2512 77th St.
Queens, NY, 11370
7185072617
www.calpullidance.org

For more information:
Juan Castano
info@calpullidance.org
7185072617

[< back](#)

[< previous listing](#) • [next listing](#)