



PROGRAM ASSOCIATE JOB POST

Moving in the Spirit is an award-winning creative youth development program. We use the discipline of dance to help children and teens develop the social, emotional, and cognitive skills they need to thrive.

Position Summary

The Program Associate is responsible for supporting program execution by providing comprehensive administrative, educational, and operational assistance. This includes conducting research, managing correspondence, preparing mailings, organizing files, and maintaining accurate and up-to-date databases.

Position: Program Associate

Position classification: Part-time

Staff reporting to this position: None

Work Week: Various hours; Monday-Saturday; 20 hours/week; Evening and weekend availability required

Hourly Pay: \$20/hour

Anticipated hire date: January 2025

Application Deadline: Open until filled

Key Responsibilities:

1. Provide administrative and educational support to the Senior Director of Programming (SDP) and Program Manager (PM) in the planning and execution of program events, projects, and performances.
 - Update and track class roster including active and dropped students; ensure that all classes are being tracked including community sites.
 - Manage student's progress via a point system by updating and tracking points.
 - Maintain program calendar invites and calendar updates.
 - Assist PM with creating agenda for meetings and training.
 - As needed, act as a performance chaperone, program representative, and on-duty support for Youth Ambassadors.
 - Support Community Classes by managing administration (i.e. sign in sheets, ticketing), classroom set up and breakdown, greeting artists and participants, and opening and closing the building as needed.
2. Serve as a parent liaison, providing customer service and performing various hospitality-related responsibilities.
 - Greet parents and students upon arrival and departure; assist with class transitions.
 - Maintain stock and inventory of Parent Corner.
 - Address non-critical questions and concerns; direct guests to appropriate parties and areas; find information for teaching artists, vendors, and visiting guests.
 - Arrange meetings with directors and managers at request of parents.
 - Prepare facility for class and student arrival.
 - Assist with class coverage as needed, and/or acts as or secure a substitute teacher.
3. Provide assistance to Senior Director of Programming, Program Manager, and Artistic Director with various tasks upon request.
4. Explore and participate in opportunities for personal and professional development including bi-weekly staff meetings, Program meetings, performances, trainings, workshops, certifications, and networking opportunities.



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Qualifications

- Strong organizational skills with the ability to manage multiple tasks and deadlines effectively.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with database management systems.
- Attention to detail and accuracy in maintaining records and managing correspondence.
- Ability to work collaboratively within a team and interact effectively with diverse stakeholders, including parents, program participants, and staff.

- Strong customer service and problem-solving skills.
- Self-motivated and proactive, with a positive and flexible attitude.
- Capacity to work independently and take initiative when required.

Education and Experience

- Bachelor's degree in a related field or equivalent work experience.
- Previous experience in program coordination, administrative support, or a similar role preferred.