



June 1, 2019

POSITION AVAILABLE

Momentum Programs Coordinator

Overview

Momentum seeks a part-time Programs Coordinator to manage the scheduling and administrative aspects of Momentum's school-based programs: 30-Week Program, Residencies, and Early Learners Program. Position reports directly to Momentum's Artistic Director. Flexible schedule: 15-20 hours per week.

About Momentum

Momentum is a nonprofit organization that uses dance, music, and performance to help children develop life skills that lead to personal and academic success. Professional teaching artists and musicians work with boys and girls from preschool through middle school during the school day and on weekends. Founded in 2003, Momentum has grown from a single program serving 50 children to serving more than 1,600 children annually through seven distinct programs. The organization has 23 employees and an operating budget of \$760,000.

Scope of Work

- Establish and maintain strong relationships and consistent communications with all participating Momentum schools re: administration, scheduling, expectations, meetings, and payments.
- Maintain and update master program schedules.
- Liaise with school administration, instructors, trainees, and accompanists re: class schedules.
- Schedule and lead quarterly meetings with school principals and classroom teachers.
- Create, distribute, and maintain any materials and information required for dancers, school teachers, and principals such as surveys, guardian participation forms, and schedules, etc.
- In coordination with Operations Manager, ensures school payments and signed contracts are received.
- Onboard schools new to Momentum's programs.
- Coordinate in-school performances with Artistic Director and lead instructors.
- Create and efficiently manage name tags for all Momentum participants.
- Create and manage classroom rosters for all of Momentum's school-based programs.
- Keep up-to date and accurate files of program information.
- Manage the Momentum Programs Google Drive File.
- Communicate schedule changes, program reminders and other information to Momentum team members.
- Other duties as assigned.

Skills needed

- Excellent computer skills to include Excel, Google Drive, Gmail, GSuite
- Strong oral and written communication skills.
- Must be detail oriented and highly organized.
- Highly motivated.
- Must be comfortable working with proprietary and confidential information and handle appropriately.
- Familiarity with elementary school operations.
- Passionate about the arts and children.

Requirements

- Bachelor's Degree
- Valid driver's license.
- Must be able to lift 50 lbs, bend, stand, or sit for extended periods of time.
- Comply with BCI Background check

How to Apply

Please send your professional resume and list of three references to janine@momentum-excellence.org. We will begin reviewing applications immediately on a rolling basis.