



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

ORGANIZATIONAL MISSION

The Calpulli Mexican Dance Company (hereafter Calpulli or organization) is a premiere arts organization based in New York City that tours domestically and internationally with a message of honoring and celebrating Mexican people and our stories. 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 studios, 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

1. Customer service experience preferred
2. Ability to prioritize and triage competing requests and needs
3. Experience with online tools and software
4. Experience with Mindbody software is ideal however training will be provided
5. 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 Assistant.**" 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.