

ComMotion – Community in Motion Program and Administrative Coordinator

For any questions about this job, or to request accommodations during the application process, email wendy@commotionx.org call/text 828-817-9786

Schedule: Part-time, independent contractor (10 hours/week) with occasional weekend and evening hours. Weekly schedules have flexibility.

Location: The position is virtual. Ability to attend some programs on-site at client locations is desirable but not required.

Pay: \$15-25/hour, depending on qualifications.

About ComMotion – Community in Motion

Experience a better world through movement. ComMotion was founded in 2018 by a cancer survivor and disabled veteran who found health and happiness through learning to dance and wanted to give that same opportunity to others in need. They have taught hundreds of movement programs across the United States for more than 25,000 people of all ages and abilities, including military veterans, cancer survivors, seniors, kids, and people with a wide range of physical and cognitive abilities. ComMotion is a 501(c)3 non-profit organization based in Raleigh, North Carolina. To learn more about ComMotion, visit www.ComMotionNC.org.

Programs and Administrative Coordinator Position Summary:

As an integral member of a four-person team (Executive Director, Artistic Director, Program Manager, and Program Coordinator), the Program and Administrative Coordinator provides key support for ComMotion programs and administrative operations.

Main Duties: Accommodations can be made for the outlined duties and responsibilities.

- **Outreach:** Garner a working understanding of frequently asked questions and the tools and resources available to answer them; conduct phone and email campaigns to promote ComMotion programs; handle program inquiries via email and phone.
- **Marketing and Communications:** Publish e-newsletter in partnership with staff; update mailing lists; update events on website; publish content on social media accounts; assist with and/or create graphic design for promotional materials.
- **Program Management:** Help manage individual and group/organization enrollment in programs; send email reminders and Zoom links; maintain class attendance records; host Zoom classes

Position Requirements: Experience, Abilities & Skills

Minimum requirements are:

- Strong computer skills, particularly Microsoft Office and Zoom
- Prior experience in the nonprofit sector, grassroots community organization or small business; arts or disability organization a plus

- At least 2 years of experience in administrative support services
- Must be able to pass a criminal background check

The ideal candidate will have:

- Courteous customer service skills with strong communication skills; ability to work with a wide range of stakeholders.
- Excellent skills in the areas of organization, attention to detail, time management, and ability to manage multiple tasks, define and set priorities, and problem-solve.
- Proactive and able to work both independently and as a team member.
- Skills and experience with Microsoft Office and Google Drive - ability to write reports, create and update presentations and assorted administrative documents.
- Skills and experience with social media and in posting online content.
- Experience with Wordpress, Mailchimp, and Eventbrite

How to Apply:

Interested candidates that meet the minimum requirements should submit a resume and cover letter to ComMotion Program Manager via email to wendy@commotionx.org

The cover letter should include:

- Two to three professional references including a current or previous supervisor,
- Clearly stated reasons for applying for this position, and
- How your experience qualifies you for the position.