



JOB DESCRIPTION

Position: Part-time Program & Admin Coordinator

Reports to: Executive & Artistic Directors

Schedule: Monday, Wednesday & Thursday 2pm-6pm | Tuesdays 2pm-7pm*

Background:

Founded in 1994, OrigiNation, Incorporated is a 501(c)(3) non-profit organization that specializes in implementing innovative and dynamic programs, which motivate, challenge, and inspire youth to be the best they can be. We offer quality dance, theater arts and African history education the following programs: Performing Arts Program, Professional Dance Division, Spring Dance Intensive, Youth Empowerment Tour and the IMANI Summer Program. Special emphasis is placed on teaching young people between the ages of 3 through 18 the importance of self-respect, health, nutrition, education, self-esteem and the extent of African influences on various contemporary art forms.

Job Summary: Reporting to the Executive Director and Artistic Directors, the coordinator manages the student enrollment process, assists with grant applications, schedules board meetings, and other duties as requested by the Directors.

BASIC JOB FUNCTIONS

Administrative

- Welcome customers when they walk into OrigiNation.
- Strong administrative skills including making/returning phone calls on behalf of OrigiNation.
- Answer phones, monitor and respond to email, and manage walk-in traffic needs.
- Oversee other general office duties (e.g. record keeping, copying, mailings, etc.).
- Manage office supply inventory.
- Provide administrative support to the Senior Management staff.
- Process student registrations including processing payments and issuing receipts.
- Be familiar with all of OrigiNation's programs.

Research

- Assisting Directors with grant research opportunities.

Experience

- Strong communication, customer service and organizational skills.
- Able to work with minimal supervision.
- Minimum 2 years of computer experience and google skills
- Able to pass a SORI and CORI background check.
- Good with numbers.
- Experience working with the public
- Have at least 1 year of college.
- Interest in the performing arts.
- Must be **dependable** and **reliable**.

*Tuesday hours are 2pm-7pm when classes are in session. Otherwise, they are 2pm-6pm

Compensation

- Commensurate with experience.

Application Process

- Send resume and cover letter to **info@originationinc.org** and put **Program & Admin Coordinator** in the subject line.
- No phone calls please.