



Dance Project of Washington Heights

Early Childhood Education Coordinator

Job details

Job Type: Part-Time

About the Organization

Dance Project of Washington Heights (DPWH) is home to an ever-growing community of young dance students, adult professional dancers, and various other artists passionate about dance, dance-making, and arts education. DPWH currently serves over 700 students of different ages, backgrounds, cultures, and socio-economic status. In addition, we make our space available to other dancers, choreographers and arts groups - furthering our reach beyond our direct student base.

The mission of Dance Project of Washington Heights is to remove barriers to dance education and to build community through dance. We believe the art of dance is transformative for individuals and communities. There should be no barriers to everyone experiencing the magic that dance holds, so we work to remove the barriers that do exist. In our efforts to remove such barriers, all of our kids' classes are Pay-What-You-Can.

Full Job Description

We are seeking an Early Childhood Education Coordinator who will collaborate closely between the Executive Director, Program Managers, and Program Assistants within the organization to execute, oversee, assist, and manage projects relating to our Early Childhood Education Program.. The ECE Coordinator is responsible for cultivating, developing and managing relationships with various Daycare centers and their affiliates, while serving as the primary contact for Dance Project Early Childhood Education Instructors. This includes managing schedules, coordinating classes, and processing various requests from within our organization and outside of it. The ECE Coordinator is expected to consistently provide excellent customer service to all existing families and business partners through written and in-person, verbal communication. The ECE Coordinator is also expected to help grow our current Early Childhood Education Program by scouting potential organizations with whom we can collaborate and create innovative programming through workshops, classes, other events, etc.

Participation in weekly staff meetings and various training is required. All faculty and staff will receive training on trauma-informed teaching practices, anti-racism training, LGBTQ sensitivity training, and ongoing opportunities for other professional development.

Responsibilities of the ECE Coordinator:

- Train and manage other ECE instructors working with Dance Project and affiliates
- Manage and oversee various, ongoing projects, simultaneously by establishing and adhering to timelines, deadlines, intake processing, communications, and more
- Manage communications with DPWH faculty and affiliate daycares
- Work to develop marketing strategies to increase our partnerships
- Work with other DPWH staff and personnel to define and manage project priorities
- Create and maintain project plans for each implementation; manage their execution
- Determine semester scheduling of classes, instructors, and distribution of information regarding our Daycare affiliate classes
- Analyze data related to implementations identifying key trends and insights and recommend actions based on findings
- Provide timely communication, updates, and pertinent information to the Executive Director and other Program Managers regarding ongoing projects
- Manage strategic planning around all major DPWH events such as story-time dance classes and other ECE workshops

Basic Qualifications of the ECE Coordinator:

- Experience managing multiple projects in a fast-paced environment.
- Ability to communicate to diverse audiences and communities through professional verbal, written, and presentation skills
- Required experience and affinity for this particular age group and their caregivers
- Understanding of the differing needs and milestones of different ages.
- Resourcefulness and independent problem-solving ability
- Bachelor's Degree or related work experience

Preferred Qualifications of the ECE Coordinator:

- Bilingual (Spanish & English preferred)
- Experience in the field of arts, arts education, dance, studio experience
- Experience working with young children with disabilities and learning differences a plus

Compensation and Benefits

This is a full-time position with plenty of opportunity for growth. 10-15 hours/week to begin and then we will add more as the position grows. Salary for this position is per hour, and commensurate with experience.

How to Apply

To apply, please send your cover letter and resume to eury@danceprojectwh.org. Indicate in the subject heading: "Early Childhood Education Coordinator – Your Name." No phone calls please.

Dance Project of Washington Heights celebrates diversity and is committed to creating an inclusive, diverse environment for all employees. We seek to recruit, develop and retain the most talented people from a diverse candidate pool. We are especially interested in maintaining a staff that is reflective of the diversity of our student body and participating families. DPWH is an Equal Opportunity Employer.