

Work Study Job Description

Job Title	Project Coordinator
Organization Name	Chris Daigre Dance Fitness
Job Location	
Address	Seattle WA 98108
Pay Rate	\$10.00 - \$12.00
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Chris Daigre
Phone Number	
Email Address	daigre.chris@gmail.com
Website	

Nature of Organization

Dance and Fitness for youth and adults that promote a healthy lifestyle through group and individual classes, workshops and performances in local schools and community centers.

Duties and Responsibilities

Through newsletter and email, communicate pertinent information to students and families; assist with organizing and coordination special events and presentations; assist with recruiting and organizing a diverse group of volunteers.

Minimum Qualifications

Ability to communicate clearly and effectively, both verbally and in writing.
Ability to exercise considerable individual judgment and initiative.
Skill in operating a personal computer utilizing Microsoft software.

Educational Benefits

Gain experience in with projects from inception to completion.
Gain experience organizing and delegating tasks to a diverse group of individuals
Use your creative and technology skills to communicate information to a wide range of students and families

How to Apply

email cover letter and resume to: daigre.chris@gmail.com

Job Number: 40CDDF01 | Category: Office & Administrative | Program: State | Reimbursement Rate: 40%