

## **Frequent Flyers® Aerial Dance Community Outreach Manager**

Frequent Flyers is a Boulder, Colorado, non-profit aerial dance organization. The Community Outreach Manager works with the Education Director to organize our community outreach education programming and events. This person reports to the Education Director and will also work in collaboration with other Frequent Flyers' staff and contractors.

Position is part time at approximately 30 hours per week at \$30,000-\$35,000/year. Benefits include a health insurance stipend, paid holidays, sick leave and PTO as outlined in the Employee Handbook. Hours flexible, but will include evening hours or weekends. Specific duties include the following:

### **Outreach Program**

#### **Kids Who Fly**

- Works in conjunction with Education Director to ensure all contracts and paperwork for each school/organization are executed and updated
- Works in conjunction with Education Director to develop data metrics, data collection methods, and tracking systems to serve grant needs and research new grant opportunities
- Creates residency programming and workshops including setting schedules, assist Education Director with creating curriculum, and ensuring all school/organization programming requirements are fulfilled
- Manages KWF teachers including training, schedule assignments, background checks, submission of paperwork required by the schools, etc
- Provides marketing information to Marketing Coordinator and creates and sends follow up marketing to KWF organizations and participants
- Works in conjunction with Education Director to manage the scholarship program including creating and receiving applications, allocation of funds, and data collection
- Researches and develops new KWF programming and opportunities
- Researches and develops new ways to make KWF programming more inclusive by improving current offerings and finding ways to effectively serve new populations
- Develop matrix for tracking impact

#### **Community Events & Engagement**

- Assists with organizing community events and outreach including cabarets, sober raves, open houses, etc
- Develop new community engagement opportunities including events, performances, parties, etc
- Develop new ways to engage with the community through social media, marketing, advertising packages, etc. in collaboration with the Marketing Coordinator

### **Aerial Dance Studio Support**

- Assist with office coverage and registration during registration weeks
- Assist with office coverage and registration during the Aerial Dance Festival
- Assist with rigging, rigging inspection, and equipment maintenance
- Assist Education Director with education programming
- Act as a spokesperson in the community and at specified events for Frequent Flyers

### **Minimum Qualifications**

- Bilingual Spanish / English
- Knowledge of and deep interest in outreach programming
- Be detail-oriented, organized, and possess the ability to manage many tasks at once
- Must be able to work independently, possess skills in creative problem solving and critical thinking, be proactive, and consistently meet deadlines
- Excellent communication skills, including oral, written, and editing skills
- Strong interpersonal skills, including the ability to work with teachers, students and parents.
- Flexibility to work with new ideas and program development
- Must possess proven skill in use of Microsoft Office and Internet
- Experience using MindBody software & Google products is preferred but not required

To apply: Please send cover letter and resume to: [jobs@frequentflyers.org](mailto:jobs@frequentflyers.org)

Info: [frequentflyers.org](http://frequentflyers.org)