



Embodiment Project
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admin(at)embodimentproject.org

ABOUT EMBODIMENT PROJECT

Our Vision:

Embodiment Project envisions a world where dance is integrated as a critical dimension of social and cultural revolution. We envision a concert dance landscape in the United States that uplifts unheard and silenced stories, honors the ancestral lineages of its participants, and advances our capacity for collective liberation.

Our Work:

We accomplish our work through a process called Liberatory Storytelling: our signature method of creating art where the unique power of the body is honored as a language-transcendent storyteller capable of bridging differences, reaching communities of varied experience, and catalyzing communicability for stories that had been rendered invisible.

Our Mission:

To uplift the ancestral and primordial power of dance as an act of resistance, collective healing, and social transformation.

We Seek to Fulfill Our Mission in Four Ways:

1. Performance for the concert stage, public spaces, and film
2. Dance and culture education for youth and adults
3. Community arts partnerships with social service and movement building organizations
4. Organizational culture and governance that reflect the social transformation we seek

JOB DESCRIPTION

Aim: To organize and manage day-to-day calendar scheduling, deadlines, marketing support, and establish operational functionality of online systems, deadline calendars, and communications between departments.

Communications: Ensure the seamless information flow of day-to-day correspondence tracking, scheduling; research. Ensure information flow between departments, develop and maintain PR lists and email lists.

Event Coordination: Liaise with staff, suppliers, and clients to organize logistics; book venues & accommodations; coordinate travel/tours; manage catering; manage project budgets; track expenses across projects.

Operations & 501c3 Compliance Support: Collate, track, and organize contracts, invoices, subscriptions, W-9's, receipts, and billing information.

Evaluation & Documentation: manage and update activity log and staff & collaborator directory; manage audience and student surveys.

Marketing Coordination: Support marketing team with strategies, plans, and objectives; manage website updates, social media; Collaborate with designers to create promotional flyers and videos; collaborate on quarterly newsletter and other informative material relating to EP; organize video and image documentation, work samples, reels, and photo shoots.

QUALIFICATIONS

Technological Literacy

- Asana, Excel, Word, Google Drive, Google Calendars, Canva, Google Workplace for nonprofits, Dropbox, Vimeo, WeTransfer, Instagram, Facebook, Mailchimp.

Professional and Non-Profit Experience

- Prior experience working in nonprofits.
- Prior experience serving as an Administrative Assistant with any business entity.
- Detail-oriented organizational skills and strong project/team management
- Ability to track the needs of partner organizations, community audiences/participants, and team members/staff

Personal/Interpersonal Skills & Work Culture

- Willingness to operate within a sociocratic organizational structure, which we will teach you about (or train you on) upon hiring.
- Self-motivated, self-paced, and self-driven: able to manage, track, and complete workload independently, with a strong work ethic
- Strong accountability practices (personally and interpersonally)
- Capacity to self reflect, grow, forgive oneself, work with a team, and work through conflict
- Ability to track one's own feelings and needs, foster a trauma-informed work environment, and ask for help when needed
- Strong communication skills
- Relationship-building skills, passion for creating deep community connections and building a regenerative culture
- Able to productively engage in dynamic group work in both in-person and virtual settings

Commitment to Intersectional Social & Racial Justice

- Experience working with a mission-led social service organization rooted in community
- A strong understanding of racial justice and the many environmental, social, and historical conditions that impact communities of color, and a commitment to supporting communities of color in fostering their own agency and leadership
- Skilled and comfortable working with complex issues around sexual harm, patriarchy, gender socialization, gender-based violence, and cross-racial/cross-cultural collaboration
- Able to examine one's own intersectional identity and openly acknowledge privilege and positionality

Restorative Justice

- Willingness to participate and grow in restorative justice circle processes when needed

Compensation and Benefits: \$22-25/hour (commensurate with experience) 50-80 hours a month with potential for growth as organization meets fundraising targets. This is a part time independent contractor position. Benefits and perks include flexible hours, professional development, ability to work from home, free dance classes, and a family-friendly work environment.

Start Date: Beginning of January, 2024

How to Apply:

Apply immediately by emailing with your CV or resume and cover letter to admin@embodimentproject.org by **Dec 31st, 2023**. Write your full name and Administrative Assistant in the subject line. Also please indicate where you are based and if you would consider relocating if needed for this position. Only candidates selected for interviews will be contacted.

Please address the following 2 questions in your cover letter:

1. Who are you? What are aspects of your identity that feel meaningful to you, including racial/ethnic identity, gender, class background, religious identity or upbringing, immigration status/story, education, etc.?
2. We are interested in how you navigate the conflicts that inevitably arise in community. What are some values, coping strategies, and behaviors that chart your course in the face of conflict? To what extent do you understand your shadow and how it manifests in your relationships and community?

Embodiment Project is a 501(c)(3) nonprofit organization. We are an equal opportunity employer committed to maintaining a culturally diverse work environment that reflects the make-up of the communities we serve. People with diverse personal experiences are urged to