

Program Coordinator - Part Time - \$14 to \$18 per Hour

Dallas, TX 75201

The **Dallas Goethe Center** is a non-profit institution dedicated to fostering German language and culture in North Texas. Founded in 1965, it serves the community by developing an appreciation for and understanding of German art, drama, music, language, literature and history, and cultivates mutual understanding between the people of German speaking countries and those of the United States of America.

To be our Program Coordinator you need to be organized, efficient and able complete tasks on time and in an orderly fashion. You must be computer savvy, able to surf the web, download information, and maintain electronic files organized. Spreadsheets, electronic calendars, email correspondence and record keeping will be a big part of the workload, so proficiency in Excel and Word is a must. This is a part-time entry level position with the possibility of working from the comfort of your home if you do not wish to work from our office location.

PROGRAM COORDINATOR RESPONSIBILITIES

Coordinate programs for the Dallas Goethe Center in cooperation with the Board of Directors Liaison. This includes communication with featured speaker and performers, event logistics, and preparing advertising materials.

Coordinate general communication with members, community and special interest groups via daily emails, phone calls, newsletter, Facebook and other social media programs. Participation in monthly meeting via telephone or Skype with the Board of Directors Liaison.

Assist Education Committee Chair with reporting and data gathering as needed.

Assist Membership Committee Chair with membership reporting and data gathering as needed.

DESIRED QUALIFICATIONS AND SKILLS

You are detailed and efficiency-minded — strong organizational skills are a must-have for a quality Program Coordinator.

You are comfortable speaking to the general public and to people you do not know.

You have professional written and verbal communication skills.

You are skilled and comfortable working with spreadsheets and numbers.

You love to work with, and learn new software. Experience with SalesForce, MailChimp or other email clients are a plus.

Understanding, speaking, reading and writing in German is strongly desired but not required.

Minimum required education, High School Diploma or GED equivalent.

Our part-time position is available immediately with compensation between \$14 and \$18 per hour depending on experience and qualification. This is not a seasonal or temporary position and you will be an employee of the Dallas Goethe Center.

Please submit your resume to president@dallasgoethecenter.org