

Job Title: Program Coordinator
Organization: Groove With Me, Inc.
Location: East Harlem, NYC (In-Person)
Position Type: Full-Time

About Groove With Me

Groove With Me is a nonprofit organization providing free dance education and leadership development to girls in East Harlem. For 30 years, we have created a safe, joyful environment where girls build confidence, express themselves, and grow into strong leaders.

Position Overview

Groove With Me is seeking a highly organized, creative, and detail-oriented Program Coordinator to lead the planning and execution of events across the organization. Our annual calendar includes programs that deepen family engagement, strengthen student experience, celebrate teaching artists, and generate critical fundraising support.

This role requires someone who can manage logistics with precision while building strong relationships with families, staff, and community partners.

The Program Coordinator will oversee the execution of key annual events, including:

- Parent Observation & Participation Week (Winter):
A designated week where families are invited into the studio to observe and engage in classes, strengthening connection and transparency.
- In Her Shoes Week (Spring):
A special programmatic week for parents and caregivers to participate in classes. It's their turn!
- Bring a Friend to Class Week (anytime)
A community-building initiative where students invite peers to experience classes, supporting recruitment and expanding program reach.
- Teacher Appreciation Events (December & June):
Seasonal gatherings and recognition efforts that celebrate teaching artists and reinforce a strong, supportive staff culture.
- Tap & Tapas – Annual Benefit (October):
Along with E.D. and board, coordinate Groove With Me's signature fundraising event, bringing together chefs, supporters, and community members to raise essential funds and highlight program impact.
- Annual Recital (June):
Alongside the program staff, spearhead the culminating performance that showcases student growth, artistry, and achievement for families and the broader community.

Key Responsibilities

- Coordinate in-house community and family engagement events

- Produce fundraising events in collaboration with the development team
- Support event-related communications and promotions
- Collaborate cross-functionally with program, development, and communications teams
- Newsletter of resources to parents
- Program evaluation
- Afterschool supervision
- Manages student dance and summer scholarships

Qualifications

- Fluency in Spanish is non-negotiable
- 2–4 years of experience in event planning, program coordination, or a related field
- Strong organizational and project management skills with attention to detail
- Ability to manage multiple priorities and deadlines effectively
- Excellent written and verbal communication skills
- Experience in nonprofit, arts, youth development, or community-based organizations preferred
- Availability to work evenings and occasional weekends

What You Bring

- A proactive, solutions-oriented approach
- Strong interpersonal skills and the ability to build relationships across stakeholders
- Creativity in designing engaging and inclusive experiences
- A commitment to youth development and community-centered work

Compensation & Benefits

Salary range: \$65,000 – \$75,000, commensurate with experience. Groove With Me offers a collaborative, mission-driven work environment and opportunities for professional growth.

Health Insurance

Dental

PTO & family leave

How to Apply

Send resume, cover letter, and references to jobs@groovewithme.org