

MISTY COPELAND FOUNDATION

Programs Coordinator

BE BOLD Primary (11 Sites) · BE BOLD*Next Steps* · BE BOLDER Support Full-Time ·
Non-Exempt · Reports to: Senior Program Manager

Background:

The mission of the Misty Copeland Foundation (MCF) is to provide community-based opportunities to explore dance; advance the art form of ballet through greater diversity, equity, and inclusion; and pursue social justice through arts activism. For more information, please see www.mistycopelandfoundation.org.

Opportunity

We are seeking a dynamic and detail-oriented individual to serve as the **MCF Programs Coordinator**. This position is the primary site coordinator for 11 assigned BE BOLD sites and the operational lead for both BE BOLD Next Steps cohorts; shadow the BE BOLDER Programs Coordinator on one assigned BE BOLDER site throughout the program cycle.

Role at a Glance

Title: Programs Coordinator

Reports to: Senior Program Manager

Classification: Full-Time · Non-Exempt (Hourly · Overtime-Eligible)

Programs: BE BOLD — 11 Assigned Sites; BE BOLD Next Steps — Both Cohorts (14 Students); BE BOLDER Cross-Training

Core Responsibilities

BE BOLD — Assigned Site Coordination (11 Sites)

- Serve as the primary coordinator for 11 assigned BE BOLD sites, managing the full site coordination cycle from pre-season setup through end-of-season closeout
- Coordinate planning meetings with assigned BE BOLD partner sites; confirm session dates and distribute site-specific information
- Prepare and route MOUs and TA agreements via DocuSign; upload finalized copies to Drive and notify finance
- Manage TA availability collection, site assignment planning, and schedule confirmation; build and publish TA schedules in Connecteam monthly
- Design and distribute site flyers using Canva templates; set up calendar invites and WhatsApp group chats for each site
- Coordinate TA onboarding logistics including site fingerprinting, 6000 Packets, and required site documentation
- Support logistics for the annual Teaching Artist training and professional learning sessions as directed by the Senior Program Manager

- Manage the substitute process: sub form completion, payroll note accuracy, and rolling absence tracking

BE BOLD Next Steps — Full Program Coordination (Both Cohorts · 18 Students)

- Manage day-to-day coordination of both BBNS cohorts — the continuing cohort (9 students) and the new Fall cohort (5 students) — under the supervision and guidance of the Senior Program Manager
- Coordinate with all three BBNS partner institutions — The AileySchool, Dance Theatre of Harlem, and 92NY — on tuition, session logistics, scheduling, and institutional communications
- Manage all logistical family communications throughout the year, including dancewear coordination, transportation support, ACH enrollment, and portal registration
- Provide translations or coordinate translation support for non-English-speaking caregivers across both cohorts
- Support the student nomination and intake process for new cohorts.

BE BOLDER — Cross-Training & Coverage

- Shadow the BE BOLDER Programs Coordinator on one assigned BE BOLDER site throughout the program cycle to develop working knowledge of the program model, participant community, and site partner relationships
- Attend all BE BOLDER Teaching Artist trainings and professional learning sessions.
- Serve as backup coverage for BE BOLDER site coordination during the other coordinator's absence; maintain sufficient program familiarity to step in without disruption to sites or participants
- Coordinate with the BE BOLDER Programs Coordinator on shared processes, teaching artist logistics, and full program coverage

Impact Evaluation Support

- Distribute impact surveys to site partners, caregivers, students, and teaching artists for assigned sites and BBNS families
- Collect and enter physical survey data accurately; track completion rates for TA compensation processing
- Support coordination of focus groups and evaluation partner meetings as directed

Qualifications & Experience

- Bachelor's degree in arts administration, education, nonprofit management, or a related field; or equivalent professional experience considered
- 2+ years of experience in program coordination, operations, or administrative support in arts, education, or nonprofit settings
- Strong relationship management and communication skills; demonstrated ability to work with families, institutional partners, and community stakeholders with professionalism and warmth

- Strong organizational skills and ability to manage multiple concurrent, detail-heavy assignments
- Excellent written and verbal communication skills; comfort working across language and cultural backgrounds
- Proficiency with Google Workspace; familiarity with DocuSign, Canva, and Connecteam preferred
- Availability and willingness to travel to program sites across New York City
- Background in or knowledge of ballet/dance education is a plus
- Bilingual (English/Spanish) strongly preferred

In addition, the successful candidate will have the following required professional and personal characteristics:

- Is known to be a person of integrity who adheres to the highest code of conduct and acts with unquestioned discretion.
- Has a personal passion for ballet/dance education and social justice issues and has relevant knowledge of key institutions and issues.
- Experience managing family-facing communications or working in a student support or family liaison capacity strongly preferred
- Is a trusted colleague and partner who knows when to seek assistance and guidance from others with more experience and expertise.
- Has an action orientation and operates with a sense of service to others.
- Can set priorities and handle multiple assignments under tight deadlines.
- Gives exceptional attention to detail.

Compensation

Salary range: \$58,000 - \$62,000, commensurate with experience. This is a non-exempt, hourly position. MCF offers a competitive benefits package.

The MCF is committed to building a diverse and inclusive workforce. The MCF is an Equal Opportunity Employer for all qualified job applicants without regard to an individual's age, color, national or ethnic origin, race, sex, gender identity, religion, marital status, sexual orientation, disability, or veteran status, and any other attributes protected by law. We abide by all applicable rules and regulations in recruiting and employment practices, including the Americans with Disabilities Act (ADA) and state disability laws. We strongly encourage applications from candidates from traditionally underrepresented and marginalized communities.

To apply, please send a cover letter explaining your interest in this position, a resume/CV, and two references to info@mistycopelandfoundation.org with the subject line: **MCF Programs Coordinator**.

Only candidates selected for an interview will be contacted. Thank you for your interest.

MCF Programs Coordinator (BE BOLD Primary/BBNS) · Internal Role Description · Confidential · 2026