

# APOLLO

## JOB DESCRIPTION

**Job Title:** Community Programs Assistant  
**Department:** Programming  
**Reports To:** Associate Director of Community Programs  
**FLSA Status:** Non-Exempt

**Organization:** The Apollo Theater is a commissioner and presenter; catalyst for new artists, audiences, and creative workforce; and partner in the projection of the African American narrative and its role in the development of American and global culture.

### Position Summary:

The Community Programs Assistant will work closely with the Associate Director of the Community Programs to organize and facilitate a wide range of programs and events designed to engage youth, adults, families, artists, and community-based organizations to build on the Apollo's rich history as a cultural and economic anchor to the greater Harlem area and New York City. The Community Programs Assistant will be responsible for communicating with the Apollo's community partners to coordinate programs and events. S/he will also write and edit content like scripts, contracts, and reports.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

#### Essential Duties

- Administrative tasks (Scheduling meetings, initiating and responding to emails and calls, processing check requests, etc.)

#### Essential Duties 2

- Serving as point of contact between community partners and appropriate Apollo departments

#### Essential Duties 3

- Drafting and editing content (example: PowerPoint presentations, Board reports, event descriptions, scripts, etc.)

#### Other duties:

- Assistance with coordinating events
- Initiating and/or maintaining contact with community partners
- Department files management
- Creation of multi-media content (example: PowerPoint presentations)

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty

*The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.*

satisfactorily. The requirements listed below are representative of the knowledge, skill, ability, and/or competency required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to handle multiple projects simultaneously and prioritize
- Ability to work flexible hours at nights or weekends as occasionally needed
- Bi- or Multi lingual skills are a plus.
- Clear communicator
- Commitment to diversity and to serving the needs of one of America's most diverse populations
- High attention to detail
- Interpersonal skills
- Passion for community engagement
- Proficiency in Microsoft Suite and Outlook
- Public speaking skills
- Sense of humor preferred
- Strong written and verbal communication skills
- Willingness to learn new skills

**Education/Experience:**

- High School diploma or GED required.