Vacancy

JOB POSITION TITLE: JUNIOR COORDINATOR
SEASONAL (FALL): HYBRID- DECEMBER 31
4-25 HOURS/WEEK; WASHINGTON, DC]
REPORTS TO: COMMUNICATIONS ASSOCIATE

DESCRIPTION: CDMA Business Model is an innovative experiential learning educational system that serves as an interchangeable collaborative platform that develops private and public sector entities through online courses, virtual and in-person skill-based training with equity components to establish social responsibility in society.

As a Junior Coordinator for CDMA Business Model, you will be able to work with our COMMUNICATIONS ASSOCIATE in the Career & Technical Education Unit within either the Fashion Design Department or Media Relations Department.

Leadership Experience or Prior Team Lead Training with CDMA Business Model is required to apply.

POSITION SUMMARY:

- The core responsibilities of this role are to assist and contribute to the coordination and logistics of all aspects of Youth Traffic Safety Town Hall Apparel, Meetings and Conferences (pre-planning, onsite execution and post event wrap up).
- This position will also assist with proposal submissions and Mock Ups for a New Line and may extend an opportunity to gain experience in Proposing a Budget
- This role may also assistant in maintaining event calendars, coordinate registration, attendee tracking and other logistics, and assist with post-event details such as surveys, assessment and processing invoices.
- Coordinates all programs in assigned area of responsibility as it relates to creating and promoting new Apparel for Youth Traffic Safety Town Hall.

SKILLS THAT SUPPORTS ESSENTIAL JOB FUNCTIONS

- Passion for social media and proficiency with major social media platforms and social media management tools
- Proficiency with video and photo editing tools, digital media formats, and HTML
- Excellent social listening skills
- Ability to understand historical, current, and future trends in the digital content and social media space
- Strong copywriting and copy editing skills
- Top-notch oral and verbal communication skills
- Impeccable time management skills with the ability to multitask
- Detail-oriented approach with ability to work under pressure to meet deadlines

REQUIREMENTS

- Ability to work in fast-paced, rapidly changing environments
- Multitasking skills for working with staff in hybrid roles
- Creative thinking with an excellent eye for detail
- Strong verbal and written communication skills for collaborating with clients and members of the production team
- Knowledge of post-production techniques
- Physical ability to move and hold recording equipment for long periods up to 50lbs
- Understanding of computer software used for planning, editing and scripting
- Extremely organized and ability to support multiple designers
- Process-driven and able to follow through from concept through production
- Pays attention to detail to ensure quality execution of production
- Proficient in Adobe Photoshop or Video Editing Software
- May Require Paid Travel (with added allowance)

COMPENSATION
$16.20-$20.00 PER HOUR

HOW TO APPLY
YOU MAY SEND YOUR RESUME AND COVER LETTER WITH THE SUBJECT LINE: "LAST NAME - JUNIOR COORDINATOR" BY AUGUST 29TH AT 12:00PM TO CAREERS@CDMABUSINESSMODEL.COM. IF YOUR APPLICATION IS SELECTED, THEN WE WILL CONTACT YOU TO SET UP AN INTERVIEW. APPLICANTS WILL BE INTERVIEWED ON A ROLLING BASIS. FOR ALL INQUIRIES, PLEASE CALL US ON 1 (888) 355-9061

EQUAL OPPORTUNITY STATEMENT: CDMA Business Model provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, gender, gender identity, sexual orientation, national origin, age, disability, or genetics. In addition to federal law requirements, DOL complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation, and training.

CDMA
BUSINESS MODEL