

# American Rhythm Center Associate CHRP/ARC



## **Job Summary**

The position of ARC Associate will primarily be responsible for supporting the ARC Program Manager with general operational tasks, managing studio rentals, social media posts, as well as the development and execution of projects, programs, and events. This position also involves assisting CHRP staff/programs, and the Founder/Director on an as-needed basis. They will work partially in an administrative role, and partially in a customer service role, to provide the highest quality of service to our customers, clients, patrons, donors, partners, and friends of the organization.

## **Responsibilities**

- Assist ARC Manager in the implementation of program plans
- Assist CHRP Staff with annual projects
- Register clients for classes
- Meet daily/monthly sales goals set by ARC Program Manager
- Effectively, quickly, and respectfully address concerns of current/prospective clients
- Take calls regarding ARC/CHRP Programming
- Assist with the dissemination of material pertaining to ARC/CHRP programs
- Monitor and generate content for ARC/CHRP Social Media platforms on a daily basis
- Keep accurate records of attendance to ARC/CHRP classes, events, and workshops
- Cultivate and maintain relationships with business partners
- Daily cleaning and maintenance of ARC studios, locker rooms, and reception area
- Additional tasks may be added as needed by management level personnel

## **Eligible Candidates will possess the following skills:**

- Flexibility with schedule (typical work week usually around 20-25 hours)
- 1 year of customer service experience (required)
- People Person (required)
- Experience with MindBody (preferred)
- Experience with Constant Contact (preferred)
- Experience with Facebook, Instagram and Twitter (preferred)
- Strong communication skills both written and verbal (required)
- Excellent time management skills
- Friendly and Approachable personality, Reliable, Team Player
- Problem solver, Ability to multi-task

## **Compensation:**

- Starts at \$11/hour or commensurate with experience
- Employee reviews are given annually

To apply, please submit resume, references, and cover letter to: [hmccaffrey@arcchicago.org](mailto:hmccaffrey@arcchicago.org)

### **CHICAGO HUMAN RHYTHM PROJECT**

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No calls please