



Part-Time Communications & Events Coordinator

Department: Development & Communications

Reports to: Director of Development & Communications

Hours: 15-20 hours per week

Location: Austin, TX (Hybrid)

Start Date: July 14, 2025

About Forklift Danceworks

Forklift Danceworks is a non-profit organization that activates communities through a collaborative creative process. We challenge traditional notions of dance by redefining what it is, where it happens, and who performs it.

Position Summary

Forklift Danceworks seeks a highly organized Communications & Events Coordinator to support our small but mighty Development & Communications team. This part-time role will focus primarily on content creation and digital communications, while also assisting with planning and executing our annual fundraiser, Lift a Fork. The ideal candidate is a savvy communicator, visual storyteller, and team player with a passion for arts-based community work.

Key Responsibilities

Communications (70%)

- Manage Forklift's social media accounts (Instagram, Facebook, LinkedIn), including content creation, scheduling, engagement, and analytics.
- Design and send bi-monthly e-newsletters and event invitations using Mailchimp.
- Maintain and update website content, including performance pages, blog posts, and news items.
- Organize and manage photo and video archives; coordinate with photographers and videographers as needed.
- Create simple graphics and marketing materials (flyers, signage, social posts) in Canva.
- Draft or edit press releases, performance announcements, and blog posts
- Ensure all communications are consistent with Forklift's brand identity and core values



Events & Development (30%)

- Support planning, logistics, and promotion of Forklift's annual gala, Lift a Fork, including sponsorship benefit fulfillment, email communication, signage, guest list management, and vendor coordination. Attend Lift a Fork planning meetings and the actual event as support personnel.
- Support fall artistic events, including attending events as requested and serving as event personnel.
- Provide support for donor communications such as appeal letters and thank-you notes.
- Assist with development-related data entry or donor tracking as needed.

Qualifications

- 2+ years of experience in communications, marketing, nonprofit development, or related field.
- Strong written communication and content creation skills.
- Experience managing social media for a brand or organization.
- Working knowledge of tools such as Canva, Mailchimp/Constant Contact, and website content managers (e.g., WordPress or Squarespace).
- Proficient in Google Workspace (Docs, Sheets, Drive)
- Excellent organizational and time management skills; ability to meet deadlines independently.
- Passion for community engagement, the arts, and Forklift's mission.

Preferred Qualifications

- Experience with events or donor engagement in a nonprofit setting.
- Familiarity with project management tools (e.g., Asana, Trello) and CRMs (e.g., Bloomerang, Little Green Light or Salesforce).
- Bilingual in Spanish and English is a plus.

Compensation & Schedule

- \$22–\$26/hour based on experience
- 15–20 hours per week; flexible schedule with some required availability during events (occasional evenings/weekends)
- Hybrid work model: some in-person meetings and events in Austin required

To Apply

Send a resume, brief cover letter, and 1–2 examples of past communications work (e.g. social media post, email campaign, or flyer) to info@forkliftdanceworks.org with the subject line: Communications & Events Coordinator Position. Applications will be reviewed on a rolling basis until the position is filled.