

Thursday, August 12, 2010

Executive Assistant Internship

Interested candidates may email their resumes and cover letters to June@YoungDancerinRep.org, and may also view [Share](#) | [Print](#) | [Download](#) our website at www.YoungDancersinRep.org.

Internship

Job Description: Executive Assistant

Posted August 12, 2010

Young Dancers in Repertory (YDR) is a dynamic, nonprofit, community-based organization that has been serving youth through dance for over 24 years in the heart of Brooklyn. YDR introduces dance to public school students during the day or afterschool; they also provide high quality, intensive dance instruction and ensemble work for youth at YDR's Center for Dance Studies.

YDR is offering a unique internship opportunity for a recent college graduate who is seeking experience in a non-profit community based organization. The intern will report directly to, and assist YDR's Executive Director and Office Manager. The intern will be held to very high job performance standards. In return, the intern will have the opportunity to learn about multiple aspects of running a non-profit organization including: fundraising and development; budgeting and finance; Board development; community outreach; marketing; program design and scheduling; human resources; outreach to parents and students; and collaborative work with schools and community organizations. The intern will join a welcoming and supportive team committed to YDR's exceptional mission.

Best candidates will demonstrate skills in the following areas:

- *Microsoft, Excel, Publisher
- *Data base entry
- *Social media (Facebook)
- *Writing
- *Scheduling

Candidates for the Executive Assistant Internship should be organized, detailed-minded, diligent and personable. Recent college graduates are preferred. The ability to expedite and follow-up on assigned tasks is essential. The nature of the work will require candidate to be flexible in assuming varied office tasks, as they may arise. A transportation stipend will be provided. Candidates must be able to work at least 20 hours per week; a 35 hour per week schedule is ideal. The internship will start no later than September 15th.

Key responsibilities of the Executive Assistant are to support the Executive Director in these ways:

- *Assist the Executive Director in expanding efficiencies with Microsoft Office;
- *Manage YDR's social media (in coordination with other staff);
- *Donor database entry;
- *Coordinate and track program and administrative calendar;
- *Conduct outreach to parents, children, school personnel and other community stakeholders;
- *Write routine correspondence; and
- *Expedite the Executive Director's calendar.

YDR's Mission

To provide professional training that fosters growth and communication through dance via creative, educational arts programming and performances for children, youth and the general public.

YDR's History

Carol Mezzacappa and Craig Gabrian founded YDR in 1985 as a pre-professional touring ensemble for teenage dancers. By demand, YDR opened the Center for Dance Studies in 1995. A year after that, YDR began partnering with public schools to provide arts-in-education dance residencies. In 2008, YDR began providing year-round afterschool arts programming at P.S. 127.

Overview of Programs

YDR impacts the lives of youth helping them to grow into productive adults.

Teenage Touring Ensemble – A pre-professional, tuition free performance and rehearsal program for youth ages 10-18. Ensemble members perform modern dance works, as well as multicultural pieces in up to 20 free performances a year.

Center for Dance Studies – Providing classes in modern dance, classical ballet and other contemporary dance forms. It is a structured, nurturing environment for young dancers ages 4-18. Families value the Center's offerings because YDR focuses on proper training and technique and provides affordable programs—including financial aid or full scholarships for low- to moderate-income families.

Learning Through Dance (Arts-in-Education) – The Learning Through Dance program currently brings public schools arts-in-education dance residencies every year. YDR has helped classroom teachers meet rigorous content and achievement standards at local, state and national levels since the inception of the program in 1995.

Out-of-School Time Programming (OST) – The OST program is YDR's partnership with NYC's Department of Youth and Community Development to provide year-round dance, theater, visual arts and homework help programming. Activities take place afterschool and in the summer at P.S. 127 in Dyker Heights, Brooklyn.

Celebrating Diversity Through Dance – YDR's free multicultural performance and workshop series designed to engage the diverse immigrant communities of South Brooklyn. Each event utilizes YDR's rich international/folkloric repertoire, which includes 12 pieces ranging from African-American, Spanish, Scandinavian and Chinese cultures.

Dancing Through Brooklyn Parks – An annual series of free dance classes and performances in South Brooklyn parks that reach over 1,200 children each summer.

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