

Tuesday, January 4, 2011

EXECUTIVE ASSISTANT / OFFICE MANAGER

Marcia De La Garza e: marcia@nyibc.org Include job title in the email subject line. No phone calls please.

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New York International Ballet Competition seeks a versatile Executive Assistant / Office Manager who will be responsible for general daily office operations and for providing support to the Executive Director in key areas such as: financial management, development/fundraising, marketing/PR, and programming.

The successful candidate for this position must be: flexible in assuming varied tasks as they arise, organized, diligent, and personable; have the capacity to anticipate needs and take initiative to ensure smooth operations. The ability to follow-up and expedite assigned responsibilities and tasks is essential. Excellent written and oral communication skills as well as the ability to set priorities are indispensable.

Qualifications

Bachelor's degree required. Proficiency in Microsoft Outlook, Word, Excel, Access, Adobe Acrobat, Mailchimp (email marketing provider), and Photoshop is highly preferred. Experience with QuickBooks is preferred but not required. Knowledge of other languages, experience and/or knowledge and an interest in technology, social media, website and database development a plus. A time commitment of minimum 20 hours/week is required.

Application Closing Date: January 31, 2011

Please send a one-page cover letter stating your qualifications and a complete resume by email.

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