

Tuesday, March 25, 2014

Executive Administrative Assistant

Company: Eglevsky Ballet
Location: Bethpage, NY
Compensation: \$16/hour

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~~The Executive Administrative Assistant is responsible for ensuring that the day-to-day operations of the school run efficiently and effectively. Responsibilities include, but are not limited to, preparing student rosters, executing school policies and procedures, responding to parents' questions and concerns, greeting visitors and answering questions, responding to e-mails and voicemails, providing information to parents of prospective students, and collecting tuition and other fees.

Additional responsibilities include acting as liaison between the parents and Directors, maintaining student and donor databases, updating the website, maintaining Eglevsky's social media accounts, assisting with fundraising and grant research activities, and general administrative responsibilities as required by the Artistic Director and Executive Director.

Hours: The position is 20-25 hours per week. The hours are flexible although the ability to work late afternoons, evenings, and some Saturdays is essential.

Qualifications: Bachelor's Degree, excellent communication and interpersonal skills, must be proficient in Microsoft Word and Excel, ability to multi-task, good management and problem solving skills, ability to write clearly and accurately, independent worker.

To apply: E-mail a cover letter and resume to marnie@eglevsky.org.

Eglevsky Ballet
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Bethpage, NY, 11714
516-746-1115
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For more information:
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