

Friday, November 4, 2016

Cumbe Seeks Office Assistant

Company: Cumbe: Center for African and Diaspora Dance

Location: Brooklyn, NY

Compensation: \$12-\$15 per hour based upon experience; part time position of 25-30 hours per week

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Cumbe: Center for African and Diapora Dance

Our mission:

Cumbe is a home for African and Diaspora dance and music.

Through classes and cultural programs, we invite everyone to feel the joy and vitality of rhythms rooted in Africa. Cumbe champions African and Diaspora culture as a vibrant legacy for people of African descent and as an exuberant source of power, spirit and knowledge for all.

Cumbe is seeking an Office Assistant to join our team of leaders who support and celebrate the African Diaspora.

The Office Assistant reports directly to the Director of Programs and Artist Development and Director of Operations to assist with all office maintenance, implementation of programs, and front desk registration.

Specifically, this will include:

Providing general clerical assistance as directed by Senior Management including:

Checking voicemail daily and relaying messages to appropriate staff person; Filing; Data entry; Call intake; Maintaining, updating, and organizing digital files;

Managing Community Engagements in tandem with Director of Programs and Artist Development, which will entail:

Inquiry intake; Negotiating engagements with clients and artists; Follow up on potential clients and engagements; Updating documentation; Creating and managing artist contracts; Pre-engagement check-in and post engagement follow up

Registering classes and enrollments:

Client intake into MindBody (our online client registration system); Client enrollment and processing; Processing payments and managing registration and sign-in; Ensuring a pleasant experience for students and parents

The ideal candidate must:

Be punctual; Have experience with Microsoft Word and Excel; Have a positive attitude; Be self-motivated; Be a detail-oriented team player; Enjoy critical thinking; Be Interested in the dance, music or culture of Africa and its Diaspora

Additional Desired Skills:

Experience with MindBody; Interest in advancing racial justice; Background in arts; Experience with Google Drive; Commitment and Compensation:

This is a part time position with an expectation of 25-30 hrs per week with some flexibility.

Timeline:

Interested candidates should submit a cover letter and resume to Kendra Ross at kendra@cumbedance.com no later than Nov. 25, 2016.

Applicants will be notified regarding an interview by Nov. 30. Second round of interviews with full Senior Management will be held by Dec. 9, 2016. Final decisions will be made by December 16, 2016. Selected candidate will be on probation for a three month period to ensure job is a good fit.

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For more information:
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