

Monday, January 16, 2017

Artistic Administrative Assistant

Company: abundANCE with Keo
Location: Brooklyn, NY
Compensation: \$13/Hour

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About Our Company:

Rooted in empowerment and gratitude, abundance with keo (abd) is an organization using love, movement and other art forms to promote creativity, connection and abundance. Led by Founder and Principal Choreographer, Keomi Tarver, abundANCE has performed on stages for more than 20,000 people at Amber Rose's Festival, led private classes with celebrity clients including supermodel, Ashley Graham, and has delivered over 100 workshops across the country. Creating spaces for authenticity, outrageousness and joy, creating a space where all bodies and journeys are, honored, accepted and celebrated. Through fun and socially engaging dance classes, workshops and movement clinics, abundANCE with keo offers spaces and opportunities to experience freedom, joy and release.

Job Description:

We are looking for a reliable and creative Administrative Assistant to support with administrative (replying emails, editing proposals, updating classes online, working at the front desk, taking payment, etc.)Part-time: 3-8hours a week; Job Location: Brooklyn, NY, Manhattan and from home

Administrative Assistant responsibilities include:

- Providing administrative support, responding to general inquiries, email correspondence, and data entry
- Greeting visitors and answering questions regarding programs and services
- Attending meetings as directed and creating detailed task lists for follow up
- Conducting and completing research projects
- Special projects as assigned

Requirements:

- Experience in administration
- Easy access to all social media platforms and the internet at all times via phone, computer etc.
- Experience using social media platforms such as Twitter, Instagram, Facebook and other websites.
- Excellent writing, editing, communication, and organizational skills
- Proficiency in Microsoft Word & Excel, internet-based research, and Google Apps. Graphic Design experience is a Plus
- Great customer service and great communication skills
- Positive, creative, enthusiastic and professional

To Apply: Email resume to info@abundancewithkeo.com, with "Marketing and Administrative Assistant" in the subject title.

abundANCE with Keo
Brooklyn, NY
www.keomitarver.com/abundanceclass

For more information:
Keomi R. Tarver
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