

Tuesday, January 31, 2017

## Executive Assistant Internship at Dancewave

Company: Dancewave  
Location: Brooklyn, NY  
Compensation: Monthly Travel Stipend

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### Executive Assistant Internship at Dancewave

The Executive Assistant Internship at Dancewave is a life-changing opportunity for anyone interested in learning about non-profit leadership, arts administration, communications and strategic support for leadership and development initiatives. Jumpstart your career by joining the Dancewave team as it embarks on an exciting capital campaign AND gain firsthand experience in fundraising, special events, communications and more.

Supporting the work of the Executive Director, you will gain hands-on experience, training and exposure to field professionals including public officials, nonprofit administrators, artists and philanthropists. Strengthen your professional resume while supporting Dancewave's mission, "transforming lives through dance" for thousands of New York City youth and adults! Skills cultivated under the guidance of the Dancewave Team are transferable and there are numerous opportunities for employment at Dancewave, for the right individual.

#### Responsibilities to be learned:

Manage ED's schedule, communicating with stakeholders and setting meetings  
Manage scheduling of meetings for the Board of Directors and committee meetings, and assist ED in preparation of materials and agenda  
Assist ED in ensuring maximum efficiency of operations and creative endeavors at Dancewave  
Prepare and edit correspondence, reports and presentations for a wide range of projects, meetings and events  
Assist with special events including annual Spring Gala fundraiser, Spring Season performances, Holiday Fiesta, Dancing Through College and Beyond, and community engagement activities and performances

#### Requirements:

Bachelor's Degree Preferred  
Superb written and verbal communication skills & obsessive attention to detail  
Strong interpersonal skills with stakeholders  
Positive and professional demeanor, with a flexible, can-do attitude  
Proactive approaches to problem-solving  
Interest in Dancewave's mission and commitment to serving youth  
Emotional maturity  
Resourceful Team Player  
Proficiency in Microsoft Office Suite (Word, Excel, Google Docs, Power Point); Salesforce a plus

Commitment: 20 hours per week for 6 months. Additional hours may be requested. Compensation: Monthly transportation stipend available.

To Apply: Email resume, cover letter, and writing sample to [jobs@dancewave.org](mailto:jobs@dancewave.org), with "Development Internship" in the subject title. \*\*No calls or unscheduled visits.\*\*

For more information about Dancewave, visit: [www.dancewave.org](http://www.dancewave.org)

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