

Tuesday, July 25, 2017

Dancewave seeks an Executive Director Intern

Company: Dancewave

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Dancewave is a dance education nonprofit that focuses on the development of the whole person through a dance experience accessible to all. Dancewave was founded 1995 by Diane Jacobowitz, Artistic/Executive Director. Since its inception, Dancewave has offered education programs for young people with a rare combination of four core values: artistic integrity, nurturing support, educational rigor and access for all students. Dancewave is committed to serving disadvantaged student populations who would not typically have the opportunity to pursue high-level dance training.

Dancewave is offering a unique internship opportunity for a college graduate who is seeking experience in a non-profit community based organization. The intern will report directly to, and assist Dancewave's Executive Director. The internship provides an opportunity to learn multiple aspects of running a non-profit organization including: fundraising and development; communications; budgeting; board development; marketing; scheduling; and more. The intern attends and participates in meetings, activities, and events with the Executive Director, taking notes and following up as needed. The Executive Assistant Intern must be highly organized, with excellent written and verbal communication skills, and a strong passion for Dancewave's mission. This position is an incredible opportunity to develop new skills and contribute to the growth of an innovative, rapidly expanding arts organization. The intern will join a welcoming and supportive team committed to Dancewave's exceptional mission.

Ideal candidates will demonstrate the following skills:

- Strong written and verbal communication skills
- Excellent interpersonal and networking skills; positive and professional demeanor
- Passion for Dancewave's mission and commitment to serving youth
- Fluency in Microsoft Office Suite (Word, Excel, Power Point)
- Self-starter with a positive, flexible, can-do attitude

Candidates must be able to work 15-20 hours per week. The internship will start immediately. A stipend will be provided.

Working Environment

Small office, dance studio

Five (5) staff members

Interaction with kids of all ages, parents and teachers as part of daily work life!

HOW TO APPLY: Submit a cover letter, resume and 1-2 page writing sample to jobs@dancewave.org.

No phone calls please!

Dancewave

For more information:

Dancewave

jobs@dancewave.org

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