

Monday, February 11, 2019

## Ballet Hispánico - Temporary Administrative Assistant

Company: Ballet Hispánico  
Location: New York, NY

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Ballet Hispánico is seeking a temporary Administrative Assistant (for a minimum of 4 weeks) to support the fundraising team.

### Qualifications

- Proficiency at Microsoft Excel, Word, and Outlook required
- Familiarity with fundraising database a plus
- Work or internship experience in a nonprofit organization desirable
- Detail oriented and highly focused on accuracy
- Gets along well with colleagues
- Ability to work independently and as a member of various teams

### Duties Include

- Fundraising database (Salesforce) contact information clean-up project
- Conduct prospect research
- Reconcile expense reports
- Assist in preparation and execution of events
- Handle Development Department administrative tasks and duties as required

### How to Apply

If you wish to be considered, please send a cover letter describing your interest in the position and your resume to [vmartinez@ballethispanico.org](mailto:vmartinez@ballethispanico.org). No phone calls, please.

Ballet Hispánico is an Equal Opportunity Employer.

Ballet Hispánico  
167 West 89th Street  
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[ballethispanico.org](http://ballethispanico.org)

For more information:  
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