

Friday, August 9, 2019

Cora Dance seeks a Front Desk Intern

Company: Cora Dance

Location: Brooklyn, NY

Compensation: High School/College Credit

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Cora Dance seeks a Front Desk Intern who will serve as the first point-of-contact to hundreds of Cora students, parents, and visitors each week. The Front Desk Intern is an essential member of our team, providing customer service and support for our daily programming. The internship will consist of working 20 hours/week in house (preferably Monday-Friday 2pm-6pm with some flexibility).

Responsibilities will include but are not limited to:

- Act as the face of Cora when greeting parents, students and other guests.
- Answer the main phone line, forwarding calls to respective employees and taking messages for employees as needed.
- Maintain list of inventory for general operating supplies, report needed purchases to the Programs & Facilities Administrator.
- Maintain a clean workspace/reception area at all times.
- Seek volunteers for reception position and find replacement coverage as needed.
- Using Salesforce, update new and existing contact information weekly.
- Light cleaning/maintenance of the office and waiting room space.
- Assist Programs & Facilities Administrator with other administrative tasks as needed
- Hand out invoices, newsletters, and relevant flyers for events or schedule changes.
- Verbally communicate any updates that parents/students should be aware.
- Restock necessary flyers and program info at the entry table/shelves

Internship will run from mid September to mid January (some flexibility on start date) with the potential to extend, if desired. The Intern should be able to devote 20 hours per week in house. Please send a cover letter stating why you are interested in this position along with a resume to Bora Yoon (byoon@coradance.org). Accepting applications on a rolling basis.

Compensation: High school or college credit is available if applicable, free studio space upon request

Mission: Cora Dance is a nonprofit dance organization located in Red Hook, Brooklyn. Through its professional company, youth companies and pay-what-you-can school, Cora Dance creates exceptional dance experiences while addressing the impediments that restrict many individuals from accessing the art form. Cora now works with over 400 students annually, over 90% of whom are on scholarship. From the start, Cora placed equal focus on keeping the quality of art extremely high while building access for low-income families. No family is ever turned away from Cora based on what or if they can pay.

Cora Dance is an equal employment opportunity employer dedicated to maintaining an inclusive and equitable work environment, and does not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, pregnancy, national origin, age, disability, veteran status, marital status, sexual orientation, gender identity, or any other legally protected class. Cora Dance is committed to creating a dynamic work environment that values community, teamwork, creativity, understanding, and appreciation. People of color, women, LGBTQ individuals, and people with disabilities are strongly encouraged to apply.

Cora Dance
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For more information:
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[< back](#)

[previous listing](#) • [next listing](#)