

Tuesday, April 25, 2023

## Seeking Part-Time Administrative Assistant (Jersey City, NJ)

Company: The Kennedy Dancers, Inc.

Location: Jersey City, NJ

Compensation: Based on Experience (starting \$15/hr)

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Tom Horan

The Kennedy Dancers, Inc., a non-profit dance organization since 1976, is looking for a conscientious, mature, reliable, and hardworking Part-Time Administrative Assistant. Must be eager to learn the unique facets of a performance management business and non-profit dance company. Must be comfortable working in a quick-paced environment and manage different tasks that require close attention to detail!

Willing to Train the right Candidate!

Schedule:

Now until August 2023: Tuesday, Wednesday, Thursday 4:00PM to 7:00PM

Sept 2023 - June 2024: Tues, Wed, Thur 4:00PM to 7:00PM AND Saturdays from 9:00AM to 2:00PM

Location: 79 Central Ave, Jersey City, NJ 07306

Compensation: Based on Experience (starting \$15/ hour); room for growth & more hours!

Admin Responsibilities:

- General Office Duties including answering phone calls & emails, record keeping, and scheduling
- Social Media Management & Marketing Promotion
- Helping with Customers & Students
- Event Managing, Fundraising Support, Performance & Recital Coordination
- Grant Compliance including Grant Writing and Compliance Reports
- Dancewear Sales

Skills Needed:

- At least 2 years of work experience/ educational background in Marketing, HR, and/or Admin
- PC Computer Literacy
- Microsoft Suite
- Must be a Team Player
- Must be eligible to work in the United States
- Comfortable working around cats
- Minimum 6 month employment commitment required
- Experience with Non-Profits, Bilingual, Bookkeeping a plus!
- Associates / Bachelors Degree in Marketing, HR, Admin a plus!

Submission:

If you think you're a right fit please send your Resume to [kennedydancers@aol.com](mailto:kennedydancers@aol.com) with the Subject "[Admin Assistant Application](#)" and include your full name, street address, and phone number.

We look forward to hearing from you! :)

For more information: Contact Diane Dragone | [kennedydancers.org](http://kennedydancers.org) | 201-659-2190

EEOC Disclaimer: The Kennedy Dancers, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

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The Kennedy Dancers, Inc.  
79 Central Avenue  
Jersey City, NJ, 07306  
201-659-2190  
[kennedydancers.org](http://kennedydancers.org)

For more information:  
Diane Dragone  
[kennedydancers@aol.com](mailto:kennedydancers@aol.com)  
201-659-2190

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