

Tuesday, September 12, 2023

## Looking for an administrative assistant for about 10 hours per month

Company: Marie-Christine Giordano Dance  
Location: Brooklyn, NY  
Compensation: \$20 per hour.

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Marie-Christine Giordano Dance is looking for an administrative assistant to help with emails, planning events, social media, and filing.

Some work can easily be done remote. Flexible schedule.

Apply if you are detail oriented, punctual, flexible, and a fast learner.

Send me your resumé (the administrative one) at [info@mcgdance.org](mailto:info@mcgdance.org)

Marie-Christine Giordano Dance  
220 25th street  
Brooklyn, NY, 11232  
[www.mcgdance.org](http://www.mcgdance.org)

For more information:  
Marie-Christine  
[info@mcgdance.org](mailto:info@mcgdance.org)

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