

Tuesday, March 5, 2024

## Front Desk Position at Dance Non-Profit

Company: Dance Project of Washington Heights  
Location: New York, NY  
Compensation: \$15 - \$17 per hour

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Dance Project of Washington Heights, a non-profit dance program dedicated to removing barriers to dance education and building community through dance, is seeking a part-time receptionist with additional administrative duties to join our diverse, friendly staff. Candidate must be fluent in Spanish and English, be proficient with computers and comfortable learning new software, have good organizational skills and a friendly, outgoing personality in order to interact with parents and other constituents regularly. Position is 15-30 hours per week at \$15-\$17 per hour.

Dance Project of Washington Heights offers a multitude of dance and creative movement classes each week to babies, toddlers, children and adults. Our classes are all pay-what-you-can and we strive to make our community welcoming and inclusive.

Please visit [www.danceprojectwh.org](http://www.danceprojectwh.org) for more information, and email resumes for consideration to [Amina@danceprojectwh.org](mailto:Amina@danceprojectwh.org)

Dance Project of Washington Heights  
350 Fort Washington Dance Project of Washington Heights  
New York, NY, 10032  
[Danceprojectwh.org](http://Danceprojectwh.org)

For more information:  
Amina Vargas  
[Amina@danceprojectwh.org](mailto:Amina@danceprojectwh.org)

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