

Friday, February 6, 2026

## Administrative Assistant

Company: Omnim Circus

Location: Brooklyn, NY

Compensation: \$1,800/month

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### Administrative Assistant (Part-Time, Hybrid)

Omnium Circus is where the magic of circus meets the power of inclusion. We're seeking a highly organized, detail-oriented administrative assistant to support the Founder/Executive Director of a professional non profit arts organization on daily administrative needs, like document creation, organization, communications, and more. This flexible, part-time role is for someone with administrative experience who is excited to work hard, learn, spread joy, unite communities, and help change the world.

#### Responsibilities include:

Assisting Managing Mailchimp (design, creation, sending campaigns, and list maintenance)

Organizing and maintaining Google Drive

Managing and updating the company web calendar

Outreach and follow-up emails and calls on behalf of the Founder

Creating simple flyers and graphics in Canva

Scheduling board meetings, running Doodle polls, and preparing materials

Sending, tracking, and analyzing audience surveys

#### The ideal candidate will have:

1 to 2 years experience with administrative/office work

A working knowledge of the disability/accessibility space

Lived experience with disability (self or close friend/family member) strongly preferred

Some experience with the performing arts and marketing preferred

While the position is hybrid, candidates based in the NYC area are strongly preferred so that they are able to experience our work in person.

#### Position details:

Flexible hours; hybrid remote/in-person

Part-time Contractor position, \$1,800/month with expectation of 15 - 20 hours/week

#### Application Process

Interested applicants should fill out this application form and upload a resume and one writing sample (ideally marketing focused, but others may be accepted) . Omnim will take applications until February 20, 2026. Interviews will be first week of March. The estimated start date is the week of March 9, 2026 at the earliest. For more information, please contact [admin@omniumcircus.org](mailto:admin@omniumcircus.org)

#### About Omnim

Omnium Circus believes that a circus experience with a full spectrum of people representative of our global culture as artists, staff and audiences leads the way to a truly diverse, equitable inclusive and accessible society. We create a safe space where people from diverse backgrounds can experience wonder, laughter and joy together. We celebrate our diversity and create joy and laughter enriching empathy among all people and inspiring healthier communities through shared positive experiences.

Learn more about our work at <https://omniumcircus.org/>.

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