

Friday, August 21, 2015

Fall Internship Position for FLX NYC

Company: FLX NYC

Location: New York, NY

Compensation: This intern position can be for school credit.

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Calling all dancers. We are a New York based ballet fitness start-up brand that is looking for an administrative assistant to assist the Executive Director and Marketing Associate with daily tasks. Responsibilities and tasks may vary with each day depending on what is needed that week. Applicant should be ready to accommodate and take initiative with small projects.

Our brand unites fashion, ballet and fitness in a unique opportunity for someone who is interested in learning the skills required to work a young, fast-paced and rapidly growing company.

Requirements

- Ex professional Dancer
- Full time student or recent college grad.
- Dance/Ballet experience.
- Fitness and teaching experience a plus.
- Knowledge of Excel and Adobe is a plus.

Skills

- Strong written and verbal communication/presentation skills
- Must be a team player who is able to work responsibly, independently, as well as in a collaborative environment
- Highly organized, pays close attention to detail, meets deadlines and multi tasks with ease
- Enthusiastic and eager to learn.

This intern position can be for school credit.

Please email a cover letter, resume, and writing sample to admin@flxbody.com with FALL INTERNSHIP in the Subject Line.

FLX NYC
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760 877 2278
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