

Tuesday, April 5, 2016

## Administrative Assistant

Company: Lotus Creations Performing Arts Inc.  
Location: Brooklyn, NY

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Founded in 2015, [Lotus Creations Academy](#) is a burgeoning nonprofit organization with the mission to further the reach of the performing arts in Brooklyn, NY.

Lotus Creations Academy of Performing Arts strives to encourage children and adults alike to explore their full creative potential through the performing arts. It is our express goal to foster an atmosphere of self-discovery in which students of all ages, abilities, and experience can feel free to imagine, create, and welcome the arts into their lives. We aim to inspire the next generation of artists to move, play, and experiment with unique ideas and individuals.

As we grow, so does the demand on its management. We are looking for help with the following responsibilities. If you can excel in these areas, please apply.

### Administrative Assistant

- Non-paid internship
- Can telecommute
- Commitment of approximately 5 hours per week
- Reports directly to [Jo](#)

### Responsibilities

- Answer the phone and relay correct information (via Google Voice)
- Register new students and families
- Proofread email campaigns and reintroduce our newsletter (via Mail Chimp)
- Light research
- Additional duties as needed

### QUALIFICATIONS

- Must be 18+ years old
- Strong written and oral communication
- Knowledge of and a passion for the performing arts
- Dedicated to expanding the arts scene in Brooklyn
- Have the following qualities: friendly, reliable, strong work ethic, highly organized

*How to Apply:* To be considered for this position, please submit your resume and a cover letter regarding why you want to work with Lotus Creations Academy. Please send your materials to [jonayah@lotuswecreate.org](mailto:jonayah@lotuswecreate.org) with "Administrative Assistant" in the subject line.

\*You will be able to work with our very passionate dancer instructors and administrative team. You will learn useful entrepreneurship skills and skills for working in a nonprofit setting. You will also get to serve to make low-cost dance classes accessible to children in local communities.\*

Lotus Creations Performing Arts Inc.  
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[www.lotuswecreate.org](http://www.lotuswecreate.org)

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