

Wednesday, May 4, 2016

Paid Administrative Assistant Needed

Company: Creative Cultural Center, St. Veronica
Location: New York, NY

► [Share](#) | [Print](#) | [Download](#)

The Creative Cultural Center (CCC) is seeking a 20-30 hours/week Administrative Assistant beginning this May.

The Creative Cultural Center is a non-profit organization that offers dance studio rentals for rehearsals, dance classes, workshops, and performance showcases. The center opened in October 2015, has been growing and is in need of more administrative help.

The Administrative Assistant should be an experienced and confident arts administrator interested in working to enhance the Creative Cultural Center. This position requires self-motivation, flexibility, creativity, interpersonal skills, organizational skills, and understanding of the dance community.

Qualifications include:

- Ability to manage wide range of tasks including updating website and online databases
- The drive to work well independently and multi-task
- Strong oral and written communication skills
- Strong computer skills, including proficiency in Excel and Microsoft Word
- Confidence receiving payments from patrons
- Great attention to detail and strong organizational skills

Above all, the administrative assistant should be positive with creative problem solving skills and an interest in helping the Creative Cultural Center succeed.

Benefits

Along with hourly compensation, the administrative assistant will receive discounted studio space and the opportunity to network with established teachers and dance companies in New York City.

If you are interested, please apply by sending an email with a cover letter and resume to cccsveronica@gmail.com with the subject heading, "Administrative Assistant Application."

Creative Cultural Center, St. Veronica
149 Christopher Street
New York, NY, 10014
6469186904
www.cccsveronica.org

For more information:
Jorge N & Caitlin T
cccsveronica@gmail.com

[< back](#)

[previous listing](#) • [next listing](#)