

Monday, July 25, 2016

Assistant to the Director

Company: Steps on Broadway
Location: New York, NY

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The School at Steps, a division of Steps on Broadway, is seeking an Assistant to the Director to oversee our Office Assistants Program and perform various other tasks.

Schedule: 40 hours per week, schedule to be determined. Some nights/weekends required.

Compensation: \$14.00 – 16.00 per hour (Commensurate with Experience)

Responsibilities and skills include, but are not limited to:

- * Assist School Director
- * Ensure Students follow School Policies and Procedures
- * Calendar Management
- * Correspondence with Teachers and Parents
- * Assist at School Performances and Events
- * Various Administrative Tasks and Data Entry

Proficiency in Microsoft Office is required.

Experience using MindBody Software and a sense of humor are a plus.

Strong interpersonal and supervisory skills are essential.

If you are interested in joining our talented team and working in a friendly and dynamic environment, please send:

Cover Letter

Resume

Compensation Expectations

Contact information for two professional references

To: bobf@webwps.com

Steps on Broadway is an Equal Opportunity Employer

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For more information:
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