

Thursday, September 13, 2018

Administrative Intern

Company: Cora Dance
Location: Brooklyn, NY
Compensation: Free classes

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Cora Dance in Red Hook, Brooklyn is accepting applications for Administrative Interns for September 24, 2018 - June 29, 2019.

Cora Dance is a pay-what-you-can dance school in Red Hook, Brooklyn. We turn no one away based on what or if families can pay and offer sliding scale classes for everyone. Cora provides additional services to low-income families to make dance equitable for all families, including after school pick up service from local schools, snack and uniform loans. Cora Dance strives to be an exceptional, community-minded arts center, focused on offering strong instruction, caring mentorship and arts access to opportunities for families often restricted due to lack of means. For more information about Cora, check out our website at coradance.org.

INTERN RESPONSIBILITIES:

- Act as the face of Cora when greeting parents, students and other guests
- Answer main phone line, forwarding calls to respective employees and taking messages for employees as needed
- Maintain list of inventory for general operating supplies, report needed purchases to the Development & Operations Manager
- Maintain a clean workspace/reception area at all times
- As needed, seek volunteers for reception position
- Using Salesforce, update new and existing contact information weekly
- Light cleaning/maintenance of the office and waiting room space
- Assist Development & Operations Manager with other administrative tasks as needed.

Please send a letter of interest along with a resume/CV in PDF form to Development & Operations Manager, Heidi Morgan at hmorgan@coradance.org.

Cora Dance
358 Van Brunt Street
Brooklyn, NY, 11231
718-858-2520
www.coradance.org

For more information:
Heidi Morgan
hmorgan@coradance.org

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