

Monday, August 26, 2019

## Seeking Administrative Assistant

Company: ETD Outreach  
Compensation: TBD

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



### About Us

Eryc Taylor Dance, Inc. is a New York City based 501(c)(3) nonprofit dance company. Building Communities through movement, ETD Outreach is a division of Eryc Taylor Dance that works to create positive social change by using dance as a tool to inspire and heal. Our unique initiative partners with supportive housing sites, hospitals, and community centers throughout Manhattan, Brooklyn, Queens, the Bronx, and beyond to curate movement workshops for vulnerable populations.

Please visit [www.etd.nyc](http://www.etd.nyc) and [www.etdoutreach.org](http://www.etdoutreach.org) to see the full scope of the company, outreach and its missions.

### About the Position

The Administrative Assistant is a contracted, part-time position that works closely with the Director of Operations. This position will include the following:

- Organization of online archives
- First line of communication with potential clients
- Input and adjustment of workshop schedules
- Data entry and documentation

### Key Competencies

- 1-2 years experience in administration
- Time-management skills
- Personable and adaptable
- Well-written
- Superb organizational skills
- Experience with community outreach
- Bachelor's degree preferred, but not required
- Passion for the arts a plus!

If you are interested in this position, please send a cover letter outlining your interest and experience in ETD, your resume, and a list of 2 references to Michelle Cole at [info@etd.nyc](mailto:info@etd.nyc).

ETD Outreach  
[ETDOutreach.org](http://ETDOutreach.org)

For more information:  
Michelle Cole  
[info@etd.nyc](mailto:info@etd.nyc)

[< back](#)

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