

Monday, December 9, 2019

Seeking Part-Time Administrative Assistant

Company: ETD Outreach
Location: New York, NY
Compensation: TBD

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Outreach Sector of NYC-based dance company is seeking an Administrative Assistant to begin February 2020.

About the Position

The Administrative Assistant is a part-time Independent Contractor position that works closely with the Program Manager to help promote and expand the outreach program within our current client portfolio and to other institutions. This position will include the following:

- Organization of online archives
- Reaching out to and communicating with potential clients
- Data entry and documentation
- Assist in creating promotional materials and social media posts

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!

Please visit www.etd.nyc and www.etdoutreach.org to see the full scope of the company, outreach and its missions.

ETD does not discriminate based on race, ethnicity, religion, age, gender, sexual orientation, or medical history. If you are interested in this position, please send a cover letter outlining your experience and interest, your resume, and a list of 2 references to Allison Knuth at info@etd.nyc.

ETD Outreach
New York, NY

For more information:
Allison
info@etd.nyc

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