

Tuesday, January 7, 2020

## Executive Assistant

Company: Ballet Hispanico

Location: New York, NY

Compensation: Salary and benefits are competitive with nonprofit organizations of comparable scope and scale.

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Ballet Hispánico seeks an Executive Assistant to provide high-level administrative and project management support to its Artistic Director & CEO (ADCEO), Eduardo Vilaro. As the organization begins its 50th anniversary celebratory programming and exciting new initiatives, the Executive Assistant will ensure the ADCEO's time is strategically spent among competing priorities and may occasionally serve as his proxy at events or internal meetings. The successful candidate will be a forward-thinking problem solver with impeccable organizational skills.

### Primary Responsibilities

- Calendar Management
- Executive communications with stakeholders at all levels (internal and external)
- Monthly expense reporting
- Preparation of agenda, materials, and notes for weekly senior team meetings
- Occasional task support for the board chair and other board members
- Domestic and international travel coordination for the ADCEO (Company tours, speaking engagements, education residencies etc.)
- Assistance with preparation and execution of organization-wide events (requires occasional evening/weekend availability)

### Qualifications

- Bachelor's degree with two or more years of work experience, preferably in a dance or nonprofit setting
- Excellent written and oral communication skills
- Strong organization, problem-solving, and analytical skills
- Versatility, flexibility, and a willingness to work within constantly changing priorities
- Ability to work independently and as a member of various project teams
- Proficiency at Microsoft Office Excel, Word, and Outlook required
- Bilingual (English and Spanish fluency) candidates preferred
- Familiarity with ClickUp or similar project management tools, a plus.
- Familiarity with Salesforce or other CRM, a plus
- Familiarity with Adobe Creative Suite, Microsoft Publisher, or other design software, a plus

### Application Procedure

This is a full-time position for immediate hire. To apply, please send a cover letter and resume to Joshua Palmer at [jpalmer@ballethispanico.org](mailto:jpalmer@ballethispanico.org). No phone calls please.

Ballet Hispánico is an equal opportunity employer.

### About Ballet Hispánico

Ballet Hispánico, America's leading Latino dance organization, has been bringing individuals and communities together to celebrate and explore Latino cultures through dance for nearly 50 years. Whether dancing on stage, in school, or in the street, Ballet Hispánico creates a space where few institutions are breaking ground.

### About Eduardo Vilaro, Artistic Director & CEO

Eduardo Vilaro joined Ballet Hispánico as Artistic Director in August 2009. In 2015, Mr. Vilaro took on the additional role of Chief Executive Officer of Ballet Hispánico. He has been part of the Ballet Hispánico family since 1985 as a dancer and educator, after which he began a ten-year record of achievement as founder and Artistic Director of Luna Negra Dance Theater in Chicago. Mr. Vilaro has infused Ballet Hispánico's legacy with a bold and eclectic brand of contemporary dance that reflects America's changing cultural landscape. Born in Cuba and raised in New York from the age of six, he is a frequent speaker on the merits of cultural diversity and dance education.

For more information, please visit [www.ballethispanico.org](http://www.ballethispanico.org).

Ballet Hispanico  
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