

Monday, September 20, 2021

NOW HIRING ADMINISTRATIVE ASSISTANT

Company: The Kennedy Dancers, Inc.
Location: JERSEY CITY, NJ
Compensation: Paid

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



The Kennedy Dancers, Inc., a non-profit organization since 1976 is looking for a conscientious, reliable, and hard working, part-time administrative assistant. Approximately 20-25 hours per week.

Duties Include: Grants Compliance, General Office Duties, Answering Telephones, Email, Social Media Promotion, Helping With Customers.

Please email your resume to kennedydancers@aol.com. No phone calls please!

The Kennedy Dancers, Inc.
79 CENTRAL AVE The Kennedy Dancers, Inc.
JERSEY CITY, NJ, 07306-2124
kennedydancers.org

For more information:
Diane Dragone
kennedydancers@aol.com
2016592190

[< back](#)

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