

Thursday, August 7, 2025

## Administrative Assistant

Company: Dancing Classrooms

Location: New York, NY

Compensation: \$40,000-\$45,000 annually

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### Organizational Overview:

Dancing Classrooms (DC) cultivates engaged learners, collaborative leaders, and inclusive spaces through the joyful art and practice of social dances. Through standards-based, in-and-out-of-school residencies, we strive to create a more equitable, just, and joyful world by dancing together. Made famous by the acclaimed 2005 documentary "Mad Hot Ballroom", Dancing Classrooms has been a leader in social dance education for 30 years, partnering with hundreds of NYC schools to deliver its portfolio of programs to thousands of students in the NYC Metro area each year. DC has served over 750,000 children globally since its founding, and currently supports 9 affiliate sites nationally.

### Our Culture:

DC believes in the potential of every student and is dedicated to cultivating their artistic, physical, cognitive and social skills in order to support their long-term success. Our culture thrives by putting the remarkable young people we serve at the center of everything we do. Having worked remotely for several years, DC team members are proactive and self-driven, but also thrive in a collaborative environment where flexibility, creativity and an entrepreneurial spirit are encouraged and celebrated. Kindness, compassion, empathy and respect are at the forefront of the way we treat each other, our students, our teaching artists, our school partners, and our supporters. We strive to embrace our role as life-long-learners and to embrace diversity, inclusion, and cross-cultural understanding.

### Position Overview:

Dancing Classrooms seeks an Administrative Assistant who will play a key role in supporting the day-to-day operations and internal communications of the organization. Reporting to the Executive Director and collaborating closely with department heads on key projects and communications, the Assistant will provide administrative and operational support to the Dancing Classrooms team, helping to maintain key systems, support regular events, and ensure smooth communication across departments. The Assistant is a highly organized, compassionate, and disciplined professional who is committed to inclusion, diversity, equity and accessibility (I.D.E.A.) and passionate about supporting our students and organization alike.

### Requirements and Qualifications:

- 1-2 years of relevant experience in a professional setting, in nonprofit or education administration a plus
- Excellent written and verbal communication skills, interpersonal, and ethical conduct skills
- We are looking for a people person – must be comfortable delivering high-quality customer service, savvy at navigating the nuances of communicating with multiple stakeholders
- Relevant experience promoting programs/products across an array of touch points (phone calls, emails, written materials, etc.) is a plus
- Demonstrated self-starter and proactive problem solver, able to elevate challenges and collaborate with leadership to develop solutions
- Strong organizational skills with a demonstrated ability to multitask, take initiative, and work independently while supporting and working with multiple project leads
- Must be passionate about the mission and work of DC
- Must be tech savvy and comfortable delivering high-quality customer service and communication through multiple channels
- Experience in: Microsoft Excel and Google Suite (Mail, Drive, Docs, Sheets, Forms, Calendars, Classrooms, etc.) a must
- Slack, Asana, preferred
- Skills working in Facebook, Instagram, Twitter, TikTok
- Photography skills are a plus
- Google Drive, Vimeo, YouTube experience
- Experience working with contractors and/or vendors, particularly within a nonprofit or government agency, a plus

### Demonstrated commitment to:

- Culturally responsive and culturally sustaining education
- LGBTQI+ inclusivity practices in education and administration
- Social emotional learning

We encourage ongoing professional growth, and a willingness to learn new skills, try new things, and "dive in" will be of the utmost importance, particularly as some members of the entire organization continue to hone their skills in this new, virtual world. Experience in and/or willingness

to develop expertise in the following areas:

Salesforce, Asana, online video platforms (Vimeo, Youtube, TikTok, Instagram Live, etc.), systems software, social media

Must be comfortable working hybrid (in-person at offices in Midtown West minimum 1x a week)

Ability to travel (drive or public transportation) to in-person meetings, storage facility, in-person meetings, and events around the NYC metro area as needed

Key Responsibilities include:

In coordination with the Executive Director and IT consultants, maintain key organizational systems including but not limited to Google Suite and Google Drive, and VOIP phone system

- Assist with the recording of policies that ensure optimal remote workflows between departments
- Maintain the organizational calendar
- Maintain company directory (aka contact list) and Teaching Artist master tracker
- Maintain accurate inventory of company equipment and assets, including software licenses, and contents of storage facility (must be capable of lifting objects that weight 15-25 pounds), including an accurate log of program supplies and materials, and restock of supplies as needed
- Represent DC as needed at community and DC special events, including but not limited to DC's Annual Gala
- Support other projects as requested by Executive Director or Senior Manager of Finance & Operations
- Oversee space planning and booking for key company events, including (but not limited to):
- TA trainings and professional developments
- DC National Institute events
- Staff and Board Meetings
- Company events (e.g. holiday party, back-to-school day)
- Coordinate and support logistics around such events, including supplies, food/bev, handouts, AV, and other site-specific needs
- Provide logistical and administrative support for program business meetings and events, including but not limited to pitch meetings, conferences, and site visits
- Support company-wide organization of Google Drive folders and files
- Support teaching artists and staff, as needed, in accessing administrative software, including Google Drive/Calendar/Sheets/Classroom, Slack, and Asana
- Work with Senior Staff to support, as needed, administration and logistics related to I.D.E.A. efforts and/or events
- Assist in the recruitment of new employees by posting job ads and screening applications as needed

Employment & Compensation:

The Administrative Assistant is a full-time employee and receives an annual salary ranging from. \$40,000-\$45,000, commensurate with experience and aligned with company-wide pay equity, including employee/employer health care coverage, employee-contribution 401K options, employee-covered pre-tax commuter benefits, employer support for remote work space setup needs, and generous paid time off.

How to Apply:

Interested candidates should submit a resume and cover letter detailing their experience and expertise in the aforementioned qualifications. Please send application materials to [jobs@dancingclassrooms.org](mailto:jobs@dancingclassrooms.org), with the subject line "Administrative Assistant."

Dancing Classrooms encourages applicants of all backgrounds and identities to apply for roles that align with their own interests and career trajectory. If you meet a majority of the qualifications and see yourself in this role, we would love to see your application! Dancing Classrooms is proud to be an Equal Employment Opportunity Employer, dedicated to ensuring diversity in our workplace. We are committed to equal employment opportunities regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, parental needs, disability, gender identity or Veteran status.

For more information about Dancing Classrooms please visit [dancingclassrooms.org](https://dancingclassrooms.org).

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