

Dancewave Intern

Summary:

The Brooklyn Community Pride Center is seeking a part-time, temporary intern for an eight-week placement at Dancewave. The intern reports to the Managing Director and collaborates with other Dancewave staff as appropriate. As an intern, you will contribute to long-term projects in addition to projects that are essential to day-to-day operations. This position is an incredible opportunity to develop new skills and contribute to the growth of an innovative, rapidly expanding organization.

Dancewave is the dance education nonprofit that focuses on the development of the whole person through a dance experience accessible to all. The unique model combines rigorous training with artistic integrity, and access for all, in a supportive environment.

Intern candidates should not contact Dancewave's office directly. Contact information is below.

Scope of Duties

- Providing administrative support by answering office phone lines, responding to general inquiries, email correspondence, and data entry
- Greeting visitors and answering questions regarding programs and services
- Attending meetings as directed and creating detailed task lists for follow up
- Completing research projects and synthesizing information to share with Dancewave staff
- Assisting with planning, coordination, and advertising of Dancewave events
- Special projects as assigned

Qualifications

- Superb written and verbal communication skills and attention to detail
- Ability to work in a fast-paced, professional office environment
- Passion for Dancewave's mission and commitment to serving youth
- Proficiency in Microsoft Office and Google Suite; Salesforce a plus

Characteristics

- Good listener
- Personable and friendly
- Good communicator
- Takes initiative

Compensation: This is a part-time internship for up to sixteen hours/week. \$13/hour paid through the Brooklyn Community Pride Center. MetroCards provided. No benefits are provided.

Applications: E-mail cover letter and résumé, SahLeem Butler, Youth Pride Program manager, at sbutler@lgbtbrooklyn.org. Subject: [Your name]: Dancewave Internship Position. Please specify in your cover letter how you fit with the above qualifications and characteristics.

Location: 45 4th Avenue, Brooklyn, NY 11217

Women, people of color and transgender people are encouraged to apply. The Brooklyn Community Pride Center is an affirmative action employer.