Remote Intern ~ Executive Assistant to the Executive Director/CEO

Dates of internship: Sept 5, 2023 - December 22, 2023

$15/hr
15 work weeks*
10-hour work weeks, schedule to be set in consultation with ED/CEO

*The week of Sept 25-29 will be a non-work week due to the NDEO National Conference. The intern receives complimentary registration for the conference if they wish to attend, but NDEO does not cover lodging, travel, meals, or incidental expenses.

The National Dance Education Organization (NDEO) is seeking a highly motivated Executive Assistant Intern to join our team. This internship will provide the opportunity to gain hands-on experience in the work of NDEO’s Executive Director/CEO, touching every aspect of the organization. The ideal candidate will have a strong interest in nonprofit administration, excellent communication and organizational skills, and be willing to learn and take on new challenges.

The National Dance Education Organization (NDEO) is a non-profit, membership organization dedicated to advancing dance education for all. NDEO provides the dance artist, educator and administrator a network of resources and support, a base for advocacy and research, and access to professional development opportunities that focus on the importance of dance in the human experience. You will find NDEO members in a variety of environments including, but not limited to, dance studios, K-12 schools, colleges, performing arts organizations, and community centers.

The Executive Assistant Intern to the ED/CEO will provide administrative assistance, such as writing and editing emails, drafting memos, and preparing communications on the executive’s behalf, while maintaining comprehensive and accurate records. Responsibilities also include organizing meetings, including scheduling, sending reminders, and managing the executive's calendar, including making appointments and prioritizing the most sensitive matters.

Specific Responsibilities:

- Check-in meetings w/ED on Mondays to plan weekly tasks
- Communicate with NDEO Board of Directors and Advisory Council, committee members, NDEO members, and external partners as needed
- Manage information flow in a timely and accurate manner
- Manage ED/CEO’s calendar and schedule meetings
- Assist ED/CEO in preparing monthly/quarterly reports to Board of Directors
- Format information for internal and external communication – memos, emails, presentations, reports, and communicate these as assigned
- Attend virtual meetings with ED/CEO and take minutes as necessary
- Identify and organize ED/CEO duties and document overall responsibilities for archival purpose
The Executive Assistant Intern will also be invited to sit in on several NDEO staff meetings and meetings between the ED/CEO and external partners to gain a comprehensive understanding of the National Dance Education Organization and its impact on the field of dance education as a whole.

**SKILLS AND QUALIFICATIONS**

**Required Knowledge, Skills and/or Abilities**

- Excellent verbal and written communication skills
- Ability to get up to speed quickly and work independently and proactively
- Positive attitude and team player
- Ability to work autonomously and use critical thinking to problem solve
- Strong organizational skills
- Excellent time management skills
- Proficient in Google Drive, Zoom, Microsoft Office Suite

**EDUCATION AND/OR EXPERIENCE**

- The most qualified candidate will be currently enrolled in, or a recent graduate of an Arts Administration Graduate Program.
- Preference will be given to those with experience in nonprofit administration.
- Preference will be given to those with experience in and a passion for dance and dance education.

**APPLICATION**

To apply, please fill out online application by July 17, 2023. You will need to submit the following:

- Resume
- Cover letter stating why you are interested in this position and what in your background makes you a good candidate for the position
- Two professional references

Please email any questions to Betsy Loikow at bloikow@ndeo.org.