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Dates of internship: Sept 3, 2024 - December 20, 20 24

$15/hr

16 work weeks*

15 - 20 hours work weeks, schedule to be set in consultation with ED/CEO and the Program Coordinator

for NHSDA

*The week of Sept 30 - Oct 4 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. As part of the internship, the intern will spend half of their time working directly

with NDEO’s Executive Director/CEO and the other half of t heir time working with the NHSDA Program

Coordinator. The ideal candi date will have a strong interest in nonprofit admini stration, excellent

communication and organizational sk ills, and be willing to learn and take on new challenges.

The NajQo[aY Da[Ee Ed k EajQo[OgOa[QzajQo[¥NDEO¦ is a non-profit, membership organization dedicated

to advancing dance education for all. NDEO provides the dance artist, educator, and administrator a

networ k of resources and support, a base for advocacy and researcbnd

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● 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 for ED/CEO and NHSDA

● Attend virtual meetings and take minutes as necessary

● Identify and organize ED/CEO duties and document overall responsibilities for archival purposes

● Approve New NHSDA Chapters

● Update the NHSDA