



**Job Title:** Executive Assistant

**Job Purpose:** To support the mission of the Company by providing administrative, development, and operational support to executive leadership

**Reports to:** Executive Director; General Manager

## **ORGANIZATIONAL OVERVIEW & MISSION**

The Calpulli Mexican Dance Company (hereafter Calpulli or organization) is a premiere arts organization based in New York City that tours domestically and internationally with a message of honoring and celebrating Mexican people and our stories. Calpulli was founded in 2003 with the mission of celebrating the Mexican community through dance including live music. To this end, the organization produces performances via its international touring company, designs arts-in-education experiences for all ages, and leads community outreach activities in the northeastern USA.

## **POSITION SUMMARY**

The Executive Assistant is a part-time position that provides detailed organizational and operational support to the General Manager and Executive Director in a fast-paced environment. To ensure the mission of Calpulli Mexican Dance Company is realized through seamless administrative execution, this role focuses on maintaining the organization's calendar, meeting logistics, managing critical deadlines, and facilitating communication across departments. Initially, the role will focus on supporting development and fundraising efforts through grant calendar management and optimizing donor management tools.

This role is initially allotted 10–12 hours per week and requires consistent daytime availability. The successful candidate will be meticulously organized, proactive, possess the ability to manage complex timelines, balance competing priorities, and communicate effectively.

## **DUTIES, VALUES, & RESPONSIBILITIES**

### *Development & Grant Support*

- Maintain share, and update the organization's development calendar to ensure all fundraising milestones are met
- Track new grant opportunities and maintain an active database of upcoming deadlines.
- Prepare initial outlines and working documents for grant applications and final reports.
- Assist in the collection of data and supplementals required for grant submissions.

### *Systems & Tools Management*

- Maintain and update donor and contact information within Little Green Light (CRM).
- Ensure internal project management tools and tracking documents are accurate and current.
- Assist in the preparation of board reports or meeting materials as needed.

### *General Schedule & Deadline Management*

- Provide proactive schedule management for the General Manager and Executive Director.
- Survey, schedule, and ensure efficient set up of meetings for General Manager and Executive Director as needed.
- Monitor organizational deadlines and provide timely notifications to leadership.

- Coordinate internal meetings and ensure necessary follow-ups are documented.

#### **REQUIREMENTS & QUALIFICATIONS**

- Excellent verbal and written communication skills, bilingual (English & Spanish) preferred but not required
- Must have consistent availability during standard daytime business hours (9am-5pm)
- Experience with Data Management tools and/ or processes: CRM software (e.g., Little Green Light), similar tools, and/ or a strong willingness to learn
- Proficient computer skills, specifically Google Workspace (Drive, Docs, Sheets)
- Experience managing projects, specifically managing timelines and competing priorities
- High attention to detail and the ability to work independently with minimal supervision

#### **EMPLOYMENT & COMPENSATION**

The role is a part-time position budgeted at 10 – 12 hours per week at \$20/hour.

#### **TO APPLY**

Interested individuals please email your cover letter, resume, and/ or curriculum vitae to General Manager, Lisa Javelas at [lisa@calpullidance.org](mailto:lisa@calpullidance.org) with the subject line “Executive Assistant” Individuals proceeding to the interview process will be requested to provide references.

#### **NONDISCRIMINATION POLICY**

It is the policy of Calpulli Mexican Dance Company, Inc. to provide equal employment opportunities in compensation and other terms and conditions of employment without discrimination based on age, race, creed, color, national origin, gender, sexual orientation, disability, marital status, veteran status, genetic predisposition, or carrier status.

Calpulli Mexican Dance Company, Inc. is committed to assuring equal employment opportunity and equal access to services, programs and activities for individuals with disabilities. It is the policy of the Calpulli Mexican Dance Company, Inc. to provide reasonable accommodation to a qualified individual with a disability to enable such individual to perform the essential functions of the position for which he/she is applying or in which he/she is employed.

The policy applies to all employment and independent contractor practices and actions. It includes, but is not limited to, recruitment, job application process, examination and testing, hiring, training, disciplinary actions, rate of pay or other compensation, advancement, classification, transfer, and promotions.

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