

Position Title: Personal Assistant to CEO
Organization: Neema Dance Collective
Location: DMV Area (Hybrid: On-Site & Virtual)
Commitment: 20 hours per week
Contract Duration: 90-Day Contract (May 15 – August 15, 2026)

Position Overview

Neema Dance Collective is seeking a highly organized, proactive, and polished Personal Assistant to support the CEO/Artistic Director. This role is ideal for someone who thrives in fast-paced, creative environments and can seamlessly manage both personal and business responsibilities with professionalism, discretion, and efficiency.

The Personal Assistant will play a key role in maintaining daily operations, supporting high-level execution, and ensuring the CEO's schedule, brand presence, and commitments run smoothly during a critical and high-visibility season.

Key Responsibilities

Executive & Administrative Support

- Manage and maintain CEO's calendar, including scheduling, confirmations, and time blocking
- Coordinate and track meetings (internal and external), including agendas, reminders, and follow-ups
- Act as a gatekeeper for scheduling priorities and time management
- Assist with email organization, drafting responses, and flagging urgent communications

Event & Travel Coordination

- Coordinate travel arrangements (flights, hotels, transportation, itineraries)
- Support logistics for performances, competitions, and special events
- Assist with on-site event execution as needed (check-ins, timelines, VIP coordination)

Personal Support

- Book glam appointments (hair, makeup, styling) for appearances, events, and media
- Assist with personal errands and task management as needed
- Coordinate wardrobe pulls, fittings, or styling logistics when applicable

Social Media & Brand Support

- Assist with content planning, scheduling, and posting across platforms
- Capture behind-the-scenes content during rehearsals, events, and daily operations
- Support light content editing, caption drafting, and engagement tracking
- Ensure brand alignment and consistency across all visuals and messaging

Studio & Operational Support

- Serve as an on-site support presence at the studio as needed
 - Assist with coordination between CEO and leadership team (Directors, Operations, Admin)
 - Help track key deadlines, deliverables, and ongoing projects
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Qualifications

- Based in the DMV area and available for both on-site and virtual work
 - Strong organizational, time management, and multitasking skills
 - Excellent written and verbal communication
 - Professional, polished, and discreet demeanor
 - Ability to anticipate needs and problem-solve proactively
 - Comfortable in high-energy, fast-paced environments
 - Experience with social media platforms (Instagram, TikTok, etc.)
 - Familiarity with tools such as Google Calendar, Canva, email platforms, and scheduling tools
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Preferred Qualifications

- Background in dance, performing arts, or creative industries
 - Experience supporting an executive, entrepreneur, or public-facing figure
 - Eye for branding, aesthetics, and visual storytelling
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Key Traits

- Detail-oriented and highly reliable
 - Resourceful and solution-driven
 - Flexible and adaptable
 - Strong sense of urgency and follow-through
 - Loyal, trustworthy, and aligned with the Neema brand and mission
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Compensation

- Contract-based (90 days)
 - Compensation commensurate with experience (hourly or stipend structure)
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To Apply

Please submit your resume, availability, and a brief statement on why you'd be a strong fit for this role.