Northern Lights School of Dance Society

Position Title: Administrative Assistant **Posting Closes: November 2, 2026**

Salary Range: $32 to $35 per hour

The Northern Lights School of Dance Society is seeking an **Administrative Assistant** to help ensure the smooth operations of the dance school by providing communication with our students, families, instructors, and board of directors; maintaining financial and student records, and assisting with the dance school's daily activities and special events.

Duties and Responsibilities

- Provide excellent customer service to dancers, members, staff, Board of Directors, and the public.
- Communicate in person, by email, and on the phone with the volunteer board, program staff, students, families, the public, organizations, governments, service providers, and renters.
- Maintain student and administrative records and manage the school's registration and billing software.
- Assist with school operations, including regular classes, performances, managing the facility, costumes, and equipment.
- Assist with bookkeeping, accounts receivable, accounts payable, fundraising, donations, and financial recordkeeping.
- Maintain confidentiality and handle personal and sensitive information appropriately.

Abilities

- Demonstrated client service skills.
- Demonstrated written and in-person communication skills
- Proficiency with Microsoft Office 365 (Outlook, Word, Excel, and Teams).
- Able to move throughout the dance school facilities, including ascending and descending stairs and accessing outdoor storage.
- Strong organizational skills and attention to detail.
- Ability to maintain confidentiality.

- Ability to work independently with minimal supervision
- Experience with database, registration, scheduling, and billing software is an asset.
- Experience with bookkeeping, accounts payable and receivable is an asset.

Other Requirements

- Current Vulnerable Sector Check

Working Conditions

- Flexible hours, including occasional evenings and weekends during performances, registration periods, fundraising events, and other special events.
- Frequent interaction with children, families, volunteers, instructors, and members of the public.
- Exposure to loud music and active dance studio environments.
- 10-15 hours weekly, could increase depending on workload and availability.

For more information about Northern Lights School of Dance, please visit our website at www.nlsdyukon.com.

To apply for this posting send the following to director@nlsdyukon.com:

- Cover letter
- Detailed resume, and
- The names of two references listing their position and email address

Applications must be submitted electronically to be considered.

NLSD thanks all applicants for their interest; however, only those selected for an interview will be contacted.