

TITLE: Administrative Assistant
REPORTS TO: Education and Operations Manager

Position Overview

Part-time manages the daily responsibilities of office administration and staff support. Ideal applicants will be highly organized, reliable, and comfortable on a fast-paced team.

GENERAL DUTIES AND RESPONSIBILITIES:

- Prepares invoices, payments, and deposits for Executive Director approval.
- Maintains SharePoint invoice files.
- Opens, logs, and distributes mail. Coordinates outgoing mail as needed.
- Ensures telephone coverage during office hours, keeps voicemail system up to date with upcoming events and extensions.
- Maintains organizational calendar. Schedules meetings as requested.
- Keeps office and kitchen supplies, postage and inventory appropriately organized and stocked.
- Ensures the office space is always kept neat and clean.
- Works with vendors to ensure that all computer and office machinery is functioning and has proper maintenance.
- Maintains inventories of merchandise. Responsible for prompt fulfillment of online merchandise orders and donor benefits.
- Assists Music Librarian with the shipping and receiving of music library materials.
- Assists development team with the preparation of pledge invoices, donor acknowledgement letters and appeal letters for Executive Director signature.
- Assists education team as needed with preparation of materials.
- Coordinates proper computer maintenance with I.T. consultants.
- Manages storage of printed archival materials.
- Follows policies and procedures regarding the maintenance and integrity of the database.
- Other tasks as assigned.

Wages and Working Conditions

Four days a week/28-30 hours average September-May

Two days a week/12-16 hours average June-August

\$25 hourly rate

Office hours 10AM-6PM M-F

This position is not eligible for remote work.

Schedule will be mutually agreed.

Proof of COVID-19 vaccination and booster is a required term of employment for The New York Pops.

Start Tuesday, September 6, 2022

Qualifications:

Minimum three-years administrative support in professional office setting.

Fluent in Microsoft Teams, Word, Excel, and Outlook

The ideal candidate will also:

- Exhibit passion for mission-driven nonprofit arts organizations.
- Be an avid consumer of culture.
- Maintain an enthusiastic and positive attitude with a sense of humor and quick wit.
- Employ an open mind.

Deadline: August 12, 2022

HOW TO APPLY:

- Please email a cover letter and resume as one PDF document to jobs@nypops.org, include "Administrative Assistant" in the subject line of the email.
- No phone calls please.

The New York Pops is an Equal Opportunity Employer. The New York Pops actively strives to achieve greater diversity amongst our Board of Directors, staff, and orchestra. We are committed to an inclusive workspace, and we strongly encourage applications from BIPOC, AAPI, LGBTQ+ who are excited about contributing to our mission.