



ADMINISTRATIVE COORDINATOR

Position Type: Non-Exempt

Reports to: Executive Director

Salary: \$25-\$27/hour, DOE

Hours: Part-time, 24 hours per week, 8 hours per day, hybrid, onsite and remote, some flexibility of schedule, some weekend hours occasionally

Location: Palo Alto

JOB SUMMARY

The California Youth Symphony seeks a positive, organized, and passionate individual ready for an entry-level job at a classical music non-profit. This **Administrative Coordinator** position will offer administrative support in the day-to-day activity of CYS's Executive Director, and the numerous projects, events, and ongoing work of CYS. This position reports directly to the Executive Director and will also work closely with the Director of Operations, staff and Board Members. The ideal candidate should be comfortable working independently and within teams, with strong communication skills, attention to detail, and a collaborative demeanor. A deep love for classical music is a plus!

This is a great opportunity for someone interested in pursuing work in arts administration and eager to gain vital experience with a legacy arts organization poised for a great next chapter. This position will offer invaluable hands-on experience to serve as a stepping stone for future arts administration work.

ESSENTIAL FUNCTIONS OF THE JOB:

- General Executive Operations- Support CYS's Executive Director in day to day operations, Board member information and upkeep of Board roster, some project planning and coordination.
- General Office- Respond to phone calls and email information requests; collect, log, and sort incoming mail; keep track of CYS letterhead, office supplies, and other inventory; board rosters, organization charts, scan and file important documents, keep required basic electronic HR information and policies up to date and communicate with staff as needed about changes and to collect information.
- Fundraising- Assist with fundraising duties, maintain donor log, track incoming donations, respond with thank you letters. Assist with proposal and grant writing and applications, research of potential funding opportunities and prepare and input basic information on grant submissions.
- Finance- Work with Finance staff to assist with posting of incoming tuition and tour checks/payments, tracking of other transactions and filing on QuickBooks. Assist with collections of aging receivables.
- Other Duties- Work with staff on some logistical projects for camp and concerts, provide limited coverage for other staff members as needed, some marketing duties with advertisers, editing of program materials, website and social media posting.
- Other duties as assigned.



QUALIFICATIONS AND REQUIREMENTS

- A passion and interest in youth organizations and music, education, and arts management.
- Minimum of 2 years of experience in office organization or project management. Bachelor's Degree preferred.
- Strong computer and organization skills in Google Drive, word processing, spreadsheets, and databases such as Salesforce and QuickBooks.
- Ability to create positive relationships with staff, donors, board members, vendors, and advertisers.
- Excellent written and editing skills.
- Organized, energetic, and able to handle multiple tasks simultaneously.
- Demonstrated ability to maintain confidentiality.
- Ability to work flexible hours, particularly weekends.
- Able to sit, walk upstairs, hearing, speaking, and occasionally moving and lifting items up to 25 pounds, drive to locations pertaining to organizational operations.

TERMS AND CONDITIONS

Background & Reference Check

This offer is contingent upon the successful completion of any background and reference checks requested by CYS. For purposes of federal immigration law, you will be required to provide to CYS documentary evidence of your identity and eligibility for employment in the United States. Such documentation must be provided to us within three business days following the start of your employment, or our employment relationship with you may be terminated.

Rules and Regulations of the Organization

Your appointment will be governed by the policies, rules, regulations, practices, processes, and procedures of CYS as applicable to you and the changes therein from time to time.

Compliance with all Clauses

You should fulfill all the terms and conditions mentioned in this offer letter. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more requirements successfully would entitle CYS to withdraw this offer letter at any time at its sole discretion.

Please submit a cover letter and resume to Beth@cys.org
CYS is an equal opportunity employer.