



JOB OPENING

ADMINISTRATIVE & DEVELOPMENT COORDINATOR

Type: Part-Time, average of 25 - 35 hours per week

Location: Salinas, CA

Hours: Monday-Friday (with evening and weekend availability needed, on occasion)

Hourly Range: \$15 - \$18 DOE

Start Date: ASAP

Inquiry and Application: Please send 1) cover letter, 2) resume, and 3) three references (current/most recent employers) to emontenegro@yosal.org

JOB DESCRIPTION

The Administrative and Development Coordinator performs duties that support each department in the organization, but works primarily to provide administrative support to the Executive Director.

PRIMARY RESPONSIBILITIES

Administration

- Coordinate day to day operations of YOSAL, including but not limited to: answering phone calls, handling information requests, handling ingoing and outgoing mail, maintaining files, and maintaining inventory of office supplies and office equipment.
- Track artist submissions through the mail and on-line.
- Provide excellent customer service through in-person, email, and telephone contact. Refer calls to appropriate areas within the organization. Answer routine questions.
- Manage the condition of YOSAL office facilities to ensure a clean, safe and orderly environment and report any existing needs/problems.
- Update and maintain the YOSAL info calendar with all education, community engagement and events, Board and Board committee meetings, staff meetings, staff vacation days, holidays, staff and Board birthdays, etc.
- Use the Google Calendar to schedule appointments and meetings at the request of the Executive and Education & Programs Directors.
- Coordinate travel and logistics for Executive Director when requested.
- Schedule, make all logistical arrangements and prepare support materials for staff meetings, Board meetings and Board committee meetings. Prepare meeting agendas and minutes and attend Board of Director and Board committee meetings as assigned. Facilitate archiving of Board meeting minutes.
- Update and distribute employee handbook, and policy and procedure manuals annually.
- Update and maintain Board of Director orientation binder and other Board related materials.
- Coordinate special projects as directed by the Executive and Education & Program's Directors.

Development

- Facilitate donor record-keeping and data input using development tools and databases.
- Handle gift processing and acknowledgements; and prepare gift reports and donor honor rolls.
- Coordinate direct mail for spring, and year-end appeals including: drafting and disseminating correspondence.
- Conduct prospect research and/or wealth analysis on individuals and corporations.
- Maintain grants tracking calendar and manage deadlines and requirements; gather information from multiple departments and assemble and coordinate electronic and hard copy mailings to corporate/foundation funders.
- Assist in coordinating special events as assigned.

KEY QUALIFICATIONS

This position requires a comprehensive range of experience and skills, including:

- Demonstrated ability to work as a member of a team
- The ability to work well under pressure and manage multiple projects and deadlines
- Strong interpersonal, communication (verbal and written), and organizational skills
- The ability to work independently and within a team environment
- Proficiency with MS Office applications (Word, Excel, Power Point) and Google tools
- The ability to work night and weekends during key events
- Local travel, as well as evening and weekend availability
- Must be able to clear a DOJ/FBI Fingerprint Check, as well as a TB Test
- Bilingual English/Spanish a plus

About YOSAL: El Sistema USA/Salinas, Inc., dba The Youth Orchestra of Salinas (YOSAL), is a non-profit organization committed to transforming the lives of our youth and communities through the inspiration, discipline, and performance of classical and orchestral music. Founded in the Summer of 2010, YOSAL is an El Sistema-inspired orchestral and choral education program. Under the direction of YOSAL Teaching Artists and coaches from the Monterey Symphony, Carmel Bach Festival and Monterey Jazz Festival, students from kindergarten through high school engage in daily practice and music classes after school, perform regularly on stage in one of the orchestras, our choir, or one of several music ensembles. They learn to be responsible citizens and develop interpersonal and collaborative skills as their self-confidence grows. Working with local school boards and social organizations, YOSAL is tuition-free program and operates year-round. Surveys have shown that YOSAL students benefit from improved study habits, improved grades, better relationships both at home and in school, and improved self-esteem and confidence. We are currently serving 250 students from 25 different schools in four school districts throughout the city of Salinas.

Mission: The Mission of the Youth Orchestra of Salinas (YOSAL) is to transform the lives of our youth and our communities through the inspiration, discipline and performance of classical and orchestral music.

An Equal Opportunity Employer

YOSAL does not discriminate against individuals on the basis of age, actual or perceived race, actual or perceived gender, ethnicity, national origin, religion, disability, or sexual orientation. YOSAL complies with the Americans with Disabilities Act to ensure equal access to all qualified individuals with a disability.

To learn more about the organization visit us online: www.yosal.org or www.facebook.com/YouthOrchestraSalinas