



## **JOB DESCRIPTION**

### **PROGRAM ASSISTANT**

**Type:** Part-Time, 20-25 hours a week

**Location:** Salinas, CA

**Hours: part-time:** Monday-Friday (After School, generally 2:00 – 6:00 p.m. with flexibility as needed)

**Hourly Range:** \$14 - \$15

**Start Date:** mid-August 2018

**Inquiry & Application:** Please send 1) cover letter, 2) resume, and 3) three references (current/most recent employers) to [mgomez@yosal.org](mailto:mgomez@yosal.org)

**Essential Functions:** As a YOSAL Program Assistant, responsibilities include (but are not limited to):

- Create and maintain files, documents, spreadsheets, presentations, etc. (on Google Drive)
- Translate flyers, letters, notices, etc., in Spanish/English
- Daily student attendance tracking
- Maintain accurate student attendance data and info on Google Drive (weekly basis)
- Maintain student waiting lists
- Assist students and parents with signing in and out
- Assist with regular parent communication
- Assist students' arrival and departure to and from program (bus stop and classrooms)
- Assist with regular communication with transportation drivers and schedules/routes
- Create and maintain parent/student info packets
- Assist in setting up teacher-parent meetings
- Assist children at parent meetings and/or events/concerts
- Translate at parent meetings or other events, as needed
- Assist students during homework time
- Set up snacks/homework time
- Assist teachers in setting up classrooms, as needed
- Assist teachers in classroom, as needed
- Supervise students during snack, homework, breaks, field trips, etc.
- Support teachers with student behavior and discipline issues, record behavior reports
- Maintain snack, classroom, office supplies, inventories, and storage (weekly basis)
- Assist with Event/Concert Logistics
- Transport shirt/sweater boxes, instruments, office/music supplies, etc., as needed
- Filing, making copies, and other similar office duties
- Attend staff meetings
- Attend concerts, performances, special events, as needed
- Answering YOSAL phone and directing calls, taking clear and accurate messages
- Ability to work well on a team and in a high-pressure, multi-tasking environment
- Local travel, as well as evening and weekend availability
- Other duties as assigned

**Qualifications:**

- Strong commitment to El Sistema's philosophy of social change through music and the mission and goals of YoSal
- Bilingual/Biliterate in English & Spanish
- Experience working with children from diverse, ethnic, and economic backgrounds; experience working in under-served communities
- AA degree or equivalent highly desirable
- Demonstrated excellent administration and office management skills
- Excellent computer skills and Office setting experience (knowledge of Google Drive, Docs, Sheets, etc.)
- Ability to work independently with minimal supervision
- Ability to work under frequent observation
- Ability to get along well with diverse groups of people and be respectful of students, staff and board alike.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community
- Ability to work well on a team and in a high-pressure, multi-tasking environment
- Local travel, as well as evening and weekend availability
- Must be able to clear a D.O.J. Background/Fingerprint Check, as well as a T.B. Test

**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](http://www.yosal.org) or [www.facebook.com/YouthOrchestraSalinas](https://www.facebook.com/YouthOrchestraSalinas)