



## Hawaii Youth Symphony

### ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

Position: Administrative Assistant  
Reports to: Finance Manager  
Status: Hourly, Full Time, Non-Exempt (est. 40 hours/week)

Hawaii Youth Symphony is a 501(c)3 nonprofit organization located in Honolulu Hawaii, with a mission to help youth develop to their fullest potential, through orchestral music, in the unique setting of Hawaii's Island culture. In its 53-year history, HYS has served tens of thousands of youth through music education programs that include symphony orchestras, bands, chamber music, ukulele ensembles, and more.

HYS is looking for an energetic, conscientious, and detail oriented individual who enjoys making a difference, being part of a team, and takes pride in their career to work in our fast-paced office. Our team provides the administrative support for over 700 students, 7 orchestras, 2 summer programs, and produces 24-30 concerts every year. Although the standard HYS business day is M-F, 9:00-5:00, many concerts and events take place on weekends, evenings, and holidays, and the employee must be available to work outside of the work week, as assigned.

The Administrative Assistant will be under the direct supervision of the Finance Manager and indirect supervision of the Operations Manager. The person holding this position must maintain good interpersonal working relationships with music staff, administrative staff, parents, and volunteers while carrying out all required duties in a manner consistent with the policies, procedures, goals and objectives established by the Board of Directors.

#### **Provides administrative support for the general office**

- Handles reception of guests to the office and all general office inquiries
- Processes incoming mail
- Answers and returns phone calls and emails
- Keeps inventory of office supplies and equipment usage; researches new deals and suppliers
- Organizes and schedules appointments, meetings, travel arrangements; updates the office calendar
- Provides general administrative and clerical support, including mailing, scanning, faxing, and copying
- Assists with keeping the office organized

#### **Provide administrative support for registration**

- Responsible for all data entry (student records, donor records, special event records) and data reports
- Maintains database hygiene and cleanliness

#### **Provide administrative support for programs & operations**

- Maintains contact lists, update Mailchimp lists, assist Operations Manager with email communications
- Updates the website and voicemail announcement on an ongoing basis; works with social media consultant
- Designs program collateral and writes quarterly newsletter
- Tabulates event attendance, program attendance, and catering orders
- Creates enrollment rosters

#### ***Other Duties as Assigned by the Executive Director***



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### Requirements:

- Proficiency in MS Office (MS Word and MS Excel, in particular), Wordpress, Mailchimp, Internet; experience with (or willingness to learn) Abila FR50 and Abila Fundraising Online
- Excellent time management skills, the ability to prioritize work, multi-task, and work within financial constraints;
- Attention to detail and problem-solving skills;
- Ability to demonstrate a high level of professionalism in dealing with confidential and sensitive issues
- Excellent written and verbal communication skills;
- High school diploma; additional qualifications as an administrative assistant or bookkeeper a plus;
- Personal experience with classical music, musicians, or education preferred.
- The employee must be able to speak and listen on the telephone, accurately see and interpret columns of numbers, and able to lift up to 50 lbs.

12/2017