Title: Executive Assistant

Summary of Position
The Executive Assistant provides high-level administrative support to the executive director by preparing correspondence, receiving visitors and guests, arranging conference calls, scheduling meetings and travel. Additionally, the Executive Assistant will assist with conducting research, preparing statistical reports, handling information requests and performing clerical functions. Occasionally the executive assistant will be asked to answer phone calls, open the doors and answer questions from families in the front office to support the registration team.

Status: Part-Time (20 - 30 hours/week)
Schedule may include Saturdays and weekday evenings

Start Date: September 2020

Reports to: Executive Director

Works Closely With: Executive Director (ED), Chief Operating Officer (COO), Board Members, Registrars

Specific Responsibilities:

Executive Support
● Schedules and organizes complex activities such as meetings, travel, conferences for the executive director. Work with the Business Office to ensure that bookings are aligned with conference and meeting budgets.
● Types and designs correspondences, memos, charts, tables, graphs, etc. Proofreads copy for spelling, grammar and layout, making appropriate changes. Responsible for accuracy and clarity of final copy.
● Organize and deliver ED’s business credit card purchase receipts in accordance with Business Office accounting requests and procedures.
● Memos, letters, and other documents, using word processing, spreadsheet, database, or presentation software.
● Manages Executive Director’s voicemail and returns calls as needed / directs calls to appropriate parties.
● Supports Chief Officers meeting and scheduling ad hoc as needed
• Provide front office coverage answering phones and voicemails as needed
• Support Executive Director at some evening and weekend events as needed
• Support the Executive Director in managing his day-to-day activities. This includes finding directions to off-site meetings, getting lunches, etc.
• Support the ED in managing the work flows of his team

Administrative Support for Board
• Provide administrative support to Board of Directors by organizing agendas, minutes, and other documents as assigned by ED
• Maintain organizational files and documents
• Work in coordination with Operations Department to provide board governance documents for annual fiscal year reconciliation and audit
• Ensure that board meetings and committee meetings are scheduled and that the necessary in-person and/or virtual meeting spaces are reserved, setup, and confirmed

Qualifications
• 2-3 years professional administrative experience
• Some college or equivalent experience
• Strong written and verbal communication
• Highly organized, detail oriented and prioritizes tasks to maximize workflow
• Embraces change, can adjust to shifting priorities and meet deadlines
• Ability to create and function within a culturally competent and inclusive environment
• Motivated and can independently as well as collaboratively across teams
• Proficient in Microsoft Office Suite
• Proficient in Google Apps
• Comfortable learning and using software such as Raiser’s Edge and Filemaker Pro

Compensation
• $17-$18/hr

To Apply:
Interested candidates should send a resume and cover letter to jobs@cmcb.org
RE: Executive Assistant, Attn: Meghan Jasani, Chief Finance & Operating Officer

Application Deadline is August 25th, 2020

Please no phone calls
ABOUT COMMUNITY MUSIC CENTER OF BOSTON
Founded in 1910, Community Music Center of Boston (www.cmcb.org) is an accredited non-profit music school in Boston's South End. Our mission to transform lives throughout Greater Boston, by providing equitable access to excellent music education and powerful arts experiences. The Music Center serves more than 5,000 students each week, on-site at our South End facility in the Boston Center for the Arts and in more than 40 outreach locations, including public schools, community/senior centers, and medical facilities. We are the largest external provider of arts education in the Boston Public Schools. Core Music Center programs include individual and group instruction in more than 25 instruments; outreach instruction in Boston Public Schools; an Intensive Study Project providing private instruction, theory and performances to prepare students for college-level study; early childhood programs; and music therapy for individuals with a wide range of physical, cognitive, emotional and/or social life needs.

Community Music Center of Boston is an Equal Opportunity Employer.