



Administrative Assistant

Reports to: Executive Director

- 1) Provides administrative support to the Executive Director and the Music Director
 - Helps ensure the day-to-day operation of the ASO office runs smoothly and efficiently. This includes promptly replying to constituents' requests and attending to project details in a timely manner.
 - Acts as a resource for information to ASO staff, the Board of Directors, committees, and the general public.
 - Manages and coordinates Executive Director's schedule, set up meetings, and make travel arrangements. Keeps Executive Director informed of important issues; handles confidential and sensitive matters.
 - Drafts and proofreads correspondence; designs and maintains reports and spreadsheets, distributes copies, and maintain records.
 - Completes projects as needed or as directed by the Executive Director; researches and gathers information from internal and external sources. Summarizes and compiles findings in written reports, spreadsheets, graphs, or other appropriate formats.
 - Maintains Music Director's calendar and tracks appointments
 - Provides administrative support to directors as requested by the Executive Director

- 2) Manages board operations
 - Maintains Board of Directors and committee lists and files.
 - Supports Board, Endowment Board, Executive, Finance, Audit, and other committees
 - Manages all administrative and logistical aspects of board-level and other committees, including setting meeting schedules with committee chairs, coordinating agendas, distributing meeting announcements, assembling and disseminating preparatory materials, preparing meeting minutes, and reserving meeting room space.
 - Coordinates logistics for meetings and events, preparing and distributing materials & agendas; creates power point presentations; reserves and prepare facilities; ensures all parties are informed of schedule, location, changes and other logistics (dial in numbers, materials, etc.) Tracks responses.
 - Composes and produces letters, meeting reports and other correspondence from dictation, verbal direction, and knowledge of

organization policy and procedures. Proofreads documents; perform research; compiles information, reports, and spreadsheets.

- Takes meeting minutes and notes; distributes to appropriate parties in a timely fashion
- Distributes follow-up materials

3) Management of office and vendors

- Inventories and orders office supplies
- Sorts and processes the mail ; prepares and promptly distributes daily check log
- Assists with new employee onboarding (set up phone, email, order business cards, office keys, etc.)
- Assist with outgoing employee process (disable phone, return keys, etc.)
- Monitors building issues and ensures upkeep/maintenance of facilities (including light housekeeping)
- Answers incoming calls to the main phone line of the organization
- Maintains various calendars including Conference Room calendar
- Manages and coordinates set up of staff office space and equipment
- Monitors office supplies and technology budget while coordinating with finance department and staff
- Organizes shared office spaces on an as needed basis
- Arranges travel for staff

Other duties as assigned

Desired Qualities/Experience:

The Administrative Assistant works with department heads, the Board of Directors, donors, volunteers, patrons, and ticket buyers and interfaces regularly with staff and musicians and must maintain a high degree of confidentiality in all aspects of the job. This person should have the ability to work independently and, when necessary, work as an essential part of the team. Excellent computer skills: Microsoft Office proficiency. Excellent written, verbal, and organization skills are required.

Must have excellent attention to details, reliability, and ability to prioritize and meet deadlines under pressure, active listener with ability to maintain composure in demanding circumstances.

Applicants should have at least 2-4 years administrative experience (preferably working with a nonprofit and board of directors)

This is currently a part-time position working an average of less than 29 hours per week.

SUBMISSION:

Please send cover letter, resume, and reference information to:

jobs@alabamasymphony.org

subject line: Administrative Assistant application

The Alabama Symphony Orchestra is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. The Alabama Symphony Orchestra will not tolerate discrimination or harassment. A criminal background check will be conducted prior to hiring. A period of evaluation will be required