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| <b>Job Title</b>      | Executive Assistant                          |
| <b>PVN ID</b>         | VA-1806-002529                               |
| <b>Category</b>       | Administrative Services                      |
| <b>Location</b>       | OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS |
| <b>Department</b>     | Harmony Program                              |
| <b>Status</b>         | Full Time                                    |
| <b>Annual Salary</b>  | \$35,000.00 - \$55,000.00                    |
| <b>Hour(s) a Week</b> | 35   |
| <b>Closing Date</b>   | Aug 04, 2018 (Or Until Filled)               |

## General Description

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### POSITION TITLE: EXECUTIVE ASSISTANT

#### Organizational Background

The Harmony Program is a not-for-profit organization that provides intensive after-school music instruction to children from economically disadvantaged communities. Harmony's unique model taps the city's college- and graduate-level music students as teachers, training them to develop the talents of young people who would not ordinarily be exposed to music education.

The Harmony Program is inspired by Venezuela's national youth orchestra system, "El Sistema." Committed to improving society through music, El Sistema has gained international acclaim for the breadth of its reach, the quality of its musicians, and the power of its positive influence on the young lives it touches. In the spirit of El Sistema, the Harmony Program emphasizes the influence of music-making on social development, encourages learning through ensemble playing, fosters a supportive community for program participants and families, and requires of all involved a high degree of commitment to daily music study.

#### Jobs, Duties, Responsibilities

The full-time Executive Assistant will work directly for the Executive Director and collaborate with other staff as needed. He/she will be an integral member of a close team of administrative staff, including three full-time and three part-time colleagues, and will work with the organization's more than 30 part-time music teachers. The

Executive Assistant's daily priorities include, but are not limited to, the following:

- Manage the calendar of the Executive Director, scheduling all meetings and site visits;
- Handle communications, via email, mail, and phone, to members of the board of directors, students/parents, teachers, and organizational partners;
- Draft letters and other correspondence, as needed;
- Perform general office duties, including mailings, photocopies, and filing;
- Manage the collection and submission of all timesheets, including staff and teachers;
- Process office expenses, and provide receipts and other account information to bookkeeper;
- Assist in annual audit and tax filing procedures;
- Procure supplies for the office and, if necessary, for instructional sites;
- Prepare contracts for organizational partners, and manage invoices and payments schedules.

***Because the Harmony Program is a growing nonprofit with a lean staff, this position represents an excellent opportunity, for the right candidate, to engage in many other substantive areas of the organization, depending on his or her skills and interests. These areas might include budget, fundraising, project management, and business development.***

Interested candidates should have the following qualifications:

- Exceptional organizational skills
- Very strong communication skills, both written and oral
- An ability to work efficiently, both independently and collaboratively
- A polite, positive, and professional demeanor
- Solid computer skills, primarily Excel, Word and PowerPoint
- Musical background helpful but not necessary
- Spanish language skills a plus
- Bookkeeping experience a plus

## Other Duties

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## Qualifications

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