

Colorado Springs Youth Symphony Association  
Office Assistant  
Position Description

<b>Job Title:</b>	<b>Office Assistant</b>	<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Department:</b>	<b>Administration</b>	<b>Location:</b>	<b>CSYSA Office</b>
<b>Hired/evaluated by:</b>	<b>Office Manager</b>	<b>Supervises:</b>	<b>None</b>

**Reports to: Office Manager**

**Works with: Executive Director, Office Manager, Board of Directors, Bookkeeper, Accountant, Music Director, & Consultants**

**Job Summary:**

The Office Assistant is responsible for providing office services by implementing administrative systems, procedures, and policies, and monitoring administrative projects in support of the Office Manager and Executive Director.

**Responsibilities:**

1. In support of the Office Manager and customers, maintains office services by implementing the following office operations and procedures:
  - Answers phones and emails, documents messages.
  - Assists with camp, concerts, and auditions.
  - Accepts paperwork and payments, issues receipts for cash payments.
  - Generates notes for musicians and staff mail boxes, keeps notice bulletin boards up to date.
  - Maintains parent portal content.
  - Assists Music Director with tour details.
  - Maintains and monitor website and social media content.
  - Designs and produces flyers, handouts, and other marketing materials.
  - Serves as the Administrator for the Manitou Chamber Music Festival.
  - Assists musicians, coaches, and parents during rehearsals.
  - Maintains musician and donor database data.
  - Assists in sending invitations and thank you letters for donations.
  - Provides basic computer maintenance.

**Desired Skills:**

Reporting Skills, Administrative Writing, Microsoft Office, Google Admin, InDesign, Canva, Managing Processes, Organization, Analyzing Information , Professionalism, Problem Solving, Supply Management, Inventory Control, Verbal Communication

\*Benefit: An immediate family member (child, grandchild) can receive 80% tuition reduction.