



Eugene-Springfield Youth Orchestras (ESYO) Job Opening –Administrative Assistant

The Eugene-Springfield Youth Orchestras (ESYO) is seeking a friendly, organized, and reliable Administrative Assistant to join our office staff. ESYO is a nonprofit organization dedicated to providing musical and performance opportunities to youth in our area. This is a part time position (10 hours/week), involving a variety of general office duties, computer work, to help with the smooth running of the orchestra programs.

Duties:

- Answer phone, provide information, and take messages
- Meet and assist visitors and participants courteously
- Assist with database maintenance and document
- Help with preparation of student materials, rehearsals and concert needs
- Attend appropriate staff, board, and committee meetings, and events
- Provide general office assistance, as assigned by the Executive Director.

Qualifications

- Competence in Word and Excel, preferably also database experience
- Commitment to ESYO's mission
- Experience in working with arts/non-profit organizations is a plus
- Detail oriented, organized, and adaptable!

Location

- The ESYO office is located in the former Bailey Hill Elementary School, at the corner of Bailey Hill Rd and Four Oaks Grange Rd.

Accepting Applications through September 11, 2017

Start Date: Sept 18, 2017

Compensation: \$12/hour

ESYO continues to grow and thrive, providing music education and orchestra opportunities for hundreds of children in our community. Read more about who we are and what we do here:

<http://esyorchestras.org/>. If you would like to be part of this wonderful organization, please send your letter of interest, your resume, and any other information that would be helpful, to **holly@esyorchestras.org**.