

**Position:** Executive Assistant/Office Manager  
**Status:** Part-time non-exempt (40%)  
**Reporting To:** Finance and Operations Director  
**Compensation:** \$23,000  
**Location:** San Rafael, CA (Mix of Remote & Onsite)

**Benefits include:** Medical, dental, vision, holidays, and paid time off

### **About the Organization:**

Enriching Lives through Music (ELM) is an immersive youth music school in the Canal neighborhood of San Rafael that provides tuition-free, multi-year music education, ensemble and performance opportunities to primarily first generation Latinx children aged 8-18.

It's an exciting time at ELM as we celebrate a decade of providing tuition-free music education to students in the Canal neighborhood. ELM has grown from 15 students to now serving 150 students and is projected to increase to 250 within 5 years. We strive to engage the entire community through partnerships, community events, and performances in venues across the Bay Area region and beyond.

We are seeking an energetic, thoughtful professional to join our dedicated staff and teaching artists and grow with us during this exciting time of maturation and expansion.

### **Position Summary:**

The core duties and responsibilities of the Executive Assistant/Office Manager revolve around supporting the leadership team which comprises the artistic, finance, operations, and development functions. These duties can vary widely from day to day. The Executive Assistant/Office Manager will also be responsible for the basic bookkeeping role.

### **Essential Duties & Responsibilities**

- Support Executive Director and Board Chair with scheduling meetings and appointments
- Provide Executive Director and Board Chair with confidential communications
- Serve as the point person for operational duties including:
  - Building maintenance
  - Mail
  - Office supplies & equipment
- Partner with Finance to update and maintain office policies as necessary
- Organize office operations and procedures
- Perform basic bookkeeping duties including account payables & receivables
- Assist HR in the onboarding process for new hires

### **Other Organizational Expectations**

- Work within the framework of the organization's mission, vision, values, and organization's commitment to diversity, equity, and inclusion.
- Conduct business in accordance with the ELM Employee Handbook, exercising sound judgment and serving the best interests of the agency and the community
- Commit yourself to treating each community member with respect and dignity
- Perform other duties as assigned

**Skills & Qualifications:**

- Proven experience as an Executive Assistant or high level Administrative Assistant
- Commitment to maintaining confidentiality and privacy
- Excellent time management skills and ability to multitask and prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills in a fast-paced environment
- A creative mind with an ability to suggest improvements

**Technical Skill Requirements:**

- Proficiency in collaborative business tools (i.e. Google Workspace) required
- Proficiency in Quickbooks Online a plus
- Familiarity with email scheduling tools (i.e. Calendly)

**Education/Experience:**

- Working towards or having achieved a Bachelor's or Associate's Degree preferred
- Three (3) years relevant experience required

**Enriching Lives through Music Is an Equal Opportunity and Affirmative Action Employer:**

We are committed to employment policies and procedures ensuring all qualified persons are accorded the equal opportunity for employment, promotion, and training.

**Application Process:**

To be considered for this opportunity, please submit your resume and cover letter to [careers@elmprogram.org](mailto:careers@elmprogram.org).