

**Job Title:** Administrative Assistant

**Reports To:** Finance and Administration Director

**About:** 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 and performance opportunities to primarily first-generation Latinx children.

It is an exciting time at ELM as we celebrate a decade of service to the San Rafael community. We have grown from 15 to 170 students, with plans to reach 250 students within five years. We strive to engage the entire community through partnerships, community events, and performances in the Bay Area and beyond. ELM has recently acquired a building which will undergo renovations to become our home for music, culture and community.

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

**Position Summary:**

The Administrative Assistant will play a key role in ensuring the smooth operation of the organization by providing high-quality administrative support to the Board Chair, Directors and other senior leadership. This position requires excellent organizational skills, attention to detail, and the ability to handle sensitive information with discretion. The Administrative Assistant will report directly to the Finance and Administration Director.

This position will be in the office for the first three months, at which time a hybrid work environment can be discussed and considered.

**Key Responsibilities:**

**Board Support**

- Coordinate and schedule board meetings, including preparing agendas, distributing materials, and arranging meeting logistics.
- Attend board meetings to oversee technical needs and ensure timely distribution of meeting records.
- Maintain an organized online system for board-related documentation, including bylaws, policies, and member directories.
- Assist the Board Chair with administrative tasks, correspondence, and special requests.

**Executive and Leadership Support**

- Schedule appointments and meetings for executives and leadership.
- Assist executives and leadership with confidential communications by email, letter, and phone.
- Provide administrative support to the Directors and other leadership team members as needed.

### **Program and Event Support**

- Assist program leadership with administrative tasks related to program planning, implementation, and evaluation.
- Support the development team at events and activities, including donor receptions that may occur in the evening or on weekends.
- Help coordinate program events, workshops, and activities, including managing registrations and logistics.
- Prepare and format program-related reports, presentations, and promotional materials.
- Maintain program files, records, and documentation in an organized and accessible manner.

### **Facilities and Office Operations**

- Support facilities operations, including food and beverage orders, mail, maintenance, office equipment, office supplies, printing, bills, coordinating with vendors and related tasks.
- Maintain an efficient filing system (digital and physical) to ensure easy access to organizational records.

### **General Administrative Duties**

- Serve as a point of contact for administrative inquiries and ensure timely responses.
- Perform other duties as assigned.

### **Qualifications:**

- High school diploma or GED required; associate's or bachelor's degree preferred.
- Proven experience in administrative support, preferably in a nonprofit setting.
- Strong proficiency in Microsoft Office Suite and cloud-based tools (e.g., Google Workspace, Dropbox, Asana, Zoom, Slack).
- Excellent verbal and written communication skills.
- Exceptional attention to detail.
- Strong organizational skills and the ability to prioritize tasks effectively.
- Discretion and professionalism when handling sensitive or confidential information.
- Ability to work independently and collaboratively in a team environment.

### **Preferred Skills:**

- Experience working with nonprofit boards of directors or senior leadership teams.
- Familiarity with nonprofit operations and program management.
- Proficiency in English and Spanish is preferred but not required.

### **Work Environment:**

This position is based in an office environment with occasional evening or weekend work required for board meetings or events. This position will be in the office for the first three months, at which time a hybrid work environment can be discussed and considered.

**Compensation and Benefits**

This is a part-time, hourly, non-exempt position, with a pay range of \$25.00 - 28.00 per hour. It is anticipated that this position will work 24 hours per week at the onset. ELM offers a competitive benefits package, which includes professional development, and the option to enroll in a retirement savings program.

**Application Process**

Please submit a resume of no more than two pages to [careers@elmprogram.org](mailto:careers@elmprogram.org). No phone calls or walk-ins please.

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