



JOB DESCRIPTION

Title:	Executive Assistant to the President
Organization:	Miami Music Project, Inc.
Classification:	Full time, Exempt
Reports To:	President
Compensation:	TBD, commensurate with experience, abilities and with room for growth for successful candidates
Start Date:	as soon as filled
To Apply:	Send your Resume and Cover Letter to: hire@miamimusicproject.org Use the words "Executive Assistant to the President" in the subject line. <i>Applications without Cover Letter might not be taken into consideration.</i>

Organization Overview:

Miami Music Project is a 501(c)(3) nonprofit organization that uses music as an instrument for social transformation, empowering children to acquire values and achieve their full potential, positively affecting their society through the study and performance of music. Our vision is to create opportunity and access through music for those most in need, improve the quality of life for children today and ultimately transform their lives, the lives of their families, and their communities.

Emerging as a model for music education programs nationally, Miami Music Project offers free of charge, after-school programming to all students with no barriers to entry, regardless of race or economic status. As of today, Miami Music Project has reached over 30,000 of children and youth across Miami-Dade County, becoming one of the largest socially transformative music initiatives in the US. Miami Music Project's programming is inspired by the El Sistema phenomenon - a model for social change and a visionary global movement that transforms the lives of children through music.

Miami Music Project now seeks an experienced, enthusiastic, creative and flexible individual to join our thriving team. This individual will report to, and work directly with, the President of Miami Music Project and will be responsible for activities that are critical to fulfilling the mission of the organization.

Position Summary:

The Executive Assistant to the President will serve as a key member of the Miami Music Project staff and will be responsible for coordinating consistent executive level communications, development, and

administrative plans.

Responsibilities of Executive Assistant to the President include:

1. Oversee the scheduling of all activities for the President of Miami Music Project,
2. Access and respond to written and verbal communications from and on behalf of the President of Miami Music Project,
3. Gather information from organizational leadership staff that assists the President in providing Board reports,
4. Schedule full Board of Trustees meetings, provide support to schedule Board Committee meetings, and assist in other aspects and activities as assigned and necessary,
5. Take confidential Minutes of Board of Trustees' meetings,
6. Serve as liaison between the President, the Development and Communications staff,
7. Send written communications to stakeholders on behalf of the President,
8. In collaboration with other Miami Music Project team members gather and prepare customized presentations for prospective institutional, corporate, and individual funders.

Qualifications and desired skills:

- Associates Degree or higher, or equivalent career experience,
- Two to three years of work or volunteer experience in non-profit organizations,
- Proficiency in writing content for Executive level communications,
- Visual design experience a plus,
- Discretion in handling confidential information,
- Experience in creating and managing content in Microsoft Office required, including Excel,
- Organized, professional, collaborative and focused,
- Exceptional attention to detail and ability to work on multiple projects simultaneously,
- Ability to work in a high-pressure environment requiring diplomacy and good judgment in managing interactions with others,
- Welcomes feedback as a means to personal and professional growth,
- A passion and understanding of education, the arts, and social services,
- Flexibility in schedule – some nights and weekend attendance at meetings and events will be required,
- Local travel and making regular errands will be needed. Valid FL license and reliable transportation will be required,
- Must be able to lift and move up to 50 lbs, and will be expected to assist with moving equipment pertinent to general operations.

Miami Music Project is firmly committed to a policy of equal employment opportunity. We hire qualified applicants without regard to race, color, sex, religion, national origin or ancestry, age, marital or veteran / military status, disability, genetic information, sexual orientation, gender identity or expression, or any other legally protected status.

As permissible under applicable law, applicants will be subject to a pre-employment background check and drug test after receiving a conditional offer of employment. The background check will investigate criminal background and other matters related to suitability for employment, particularly since Miami Music Project works with children. Likewise, employment is contingent on receiving a negative test result for illegal drug use. Separate disclosure and consent forms will be provided prior to any background check or drug test.

TO APPLY: Send your Resume and Cover Letter to: [hiring@miamimusicproject.org](mailto: hiring@miamimusicproject.org)

Use the words "Executive Assistant to the President" in the subject line.

In the Cover Letter, use your background and experience to explain why you're interested in, and are the best fit for this position.

Applications without Cover Letter will not be taken into consideration.