



JOB DESCRIPTION

Title:	Office Assistant
Organization:	Miami Music Project, Inc.
Classification:	Part Time, Non Exempt
Reports To:	Director of Operations
Compensation:	Hourly rate, 30 hours per week + Benefit Package
Start Date:	August 2021
To Apply:	Send your Resume and Cover Letter to: hire@miamimusicproject.org Use the words "Office Assistant" 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. Miami Music Project's 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 children and youth across Miami-Dade County, becoming one of the largest socially transformative music initiatives in the U.S. Miami Music Project's programming is inspired by the El Sistema phenomenon – a new model for social change and a visionary global movement that transforms the lives of children through music.

Designed as an intensive, tuition-free, after-school community music program, Miami Music Project provides hundreds of children from Greater Miami's communities with most untapped potential with a fully integrated music curriculum, high quality musical training, and opportunities for leadership and social development. The program builds the transferable practical skills needed to improve academic motivation, classroom success and social preparedness, and creates new avenues of cultural awareness. Ultimately, by enriching the lives of individual children and creating a network of stand-alone orchestras, the program seeks to create social change within the communities served.

More at: miamimusicproject.org

Position Summary:

The Office Assistant will play an important role by providing administrative and bookkeeping support to the Director of Operations. The Office Assistant will maintain a workflow conducive to the demands of the office by assisting with all administrative matters.

In addition to typing, filing and scheduling, the Office Assistant will perform duties such as financial record keeping, coordination of meetings and conferences, writing meetings' minutes, obtaining office supplies, coordinating direct mailings, and working on special projects. The administrative assistant will answer non-routine correspondence and assemble highly confidential and sensitive information

The ideal candidate will be proficient in administrative support and demonstrate experience in the advancement process. Time management and great organization skills will play an important role in the Office Assistant's day-to-day work.

The Office Assistant will embrace the organization's mission by being passionate about children and social change through music.

Essential Functions:

- Perform customer service duties, including answering calls and responding to emails on a daily basis. Handle inquiries in a timely manner and resolve issues that arise,
- Provide day-to-day support to the Director of Operations in administrative matters such as scheduling and confirmation of meetings, drafting notes, correspondence,
- Perform key functions of office administration, including reception, bank deposits, filing electronic and physical documents, and oversight of office and programming equipment and supplies. Order office supplies and research on suppliers and cost-effective solutions,
- Collaborate with the Program Manager with maintenance of educational materials and on-site resources for all program constituents,
- Assist with all aspects of special projects under the direction of the Director of Operations,
- Assist in recordkeeping of invoices and payments in accounting system and physical files,
- Assist with preparing reports and presentations,
- Record, type and distribute meeting minutes.
- Maintain an organized system of tracking, monitoring, and prioritizing tasks,
- Other assignments and responsibilities as assigned.
- May be asked to provide support by travelling to Miami Music Project sites or event venues for various reasons, as well as office-related errands,

Qualifications and desired skills include:

- At least two years of experience in administrative assistance desired,
- Excellent interpersonal skills and ability to establish positive relationships with individuals from diverse communities and other organizations required,
- Ability to handle inquiries in a timely manner and ability to resolve issues that arise,
- Excellent verbal and written communication skills with demonstrable ability to provide professional and appropriate business level written information required,
- Strong organizational, administrative and time-management skills,
- Attention to detail, enthusiastic, proactive and solutions-oriented,
- Self-motivated, take initiative, and follow tasks through completion,
- Demonstrated flexibility, positive and collaborative approach to work,
- Demonstrated high proficiency with MS Office (Word, Excel, PowerPoint) and G-Suites is required; familiarity with QuickBooks or other accounting software desired,
- Basic knowledge of musical instruments and music areas/theory/culture (mainly in the field of classical music) would be helpful,
- LANGUAGES: English is a must, ability to speak Spanish and/or Haitian Creole a plus,
- Performances and events may take place during evenings and weekends, and will require Administrative Assistant's participation,
- Must be able to lift and move up to 50 lbs., and will be expected to assist with moving equipment pertinent to general operations,

- Local travel for regular errands, attend meetings and events will be needed for this job. Valid FL license is required.

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.