



## **Administrative Assistant**

Mobile Symphony, Inc.

### **JOB DESCRIPTION**

**Assistant to the CEO** – Provide assistance to the President and CEO by providing support in the following areas:

- Maintains appointment schedule
- Administers the CEO's fundraising calendar, in coordination with Development Coordinator
- Assists with correspondence and sponsorship proposals
- Clerical duties as needed

**Assistant to the Development Coordinator** – Provide assistance to the Development Coordinator by providing support in the following areas:

- Assists with the volunteers/ushers via phone and email
- Assists with compiling grant reports
- Assists in direct mail campaigns/correspondence
- Assists with special projects as needed
- Clerical duties as needed

**Box Office/Staff Assistant** - As directed, staff assistance will include:

- Data entry
- Phone duties – answering and fielding calls to various departments
- Ticket sales
- Concert production duties as assigned

**REQUIREMENTS** - The qualified applicant should possess:

- Bachelor's Degree required
- An understanding and appreciation for the work of the organization
- Strong written and verbal skills
- Proficient in MAC operating systems, Microsoft Windows, Excel, Adobe Acrobat and Adobe Creative Suite

- Ability to interact professionally with patrons, donors, and community leaders
- Excellent interpersonal and phone skills, and ability to work as part of a team
- An aptitude for learning new technologies quickly
- Ability to handle confidential information
- Available for night and weekend work, as required
- Ability to occasionally move objects weighing 20-30 pounds
- Must possess excellent organizational skills

#### **HOURS and BENEFITS**

- Full time
- 40 hours per week with comp time earned for off-hours events
- Comprehensive health insurance coverage
- Paid vacation and sick leave
- Retirement plan
- Compensation commensurate with experience and skills

#### **To APPLY:**

Send cover letter and resume to [jobs@mobilesymphony.org](mailto:jobs@mobilesymphony.org)