

Philadelphia Boys and Girls Choirs

Office Assistant Part-time

The Philadelphia Boys Choir was founded in 1968 and the Philadelphia Girls Choir was founded in 2012. Today, the organization is proudly known as The Philadelphia Boys and Girls Choirs (PBGC) and consists of the Philadelphia Boys Choir & Chorale, The Philadelphia Girls Choir, and the Vocal Conservatory. The mission of PBGC is inspiring boys and girls of all ages to strive for excellence through music.

Position Summary

The Office Assistant will be responsible for a variety of clerical and operational tasks to support the daily operations of PBGC. Candidates should possess strong organizational skills and attention to detail. The Assistant will interact with choristers as well as their parents and guardians requiring solid communication and customer service skills. As an essential member of a small team of colleagues, ideal candidates will be flexible and willing to engage in a variety of tasks in support of their colleagues. Some ability to use Canva to create simple flyers or forms as well as to keep website updated through WordPress is a plus.

This position is 24-29 hours/week and involves some weekend and early evening work.

Reports to: Executive Director

Principal Duties and Responsibilities

Administration

- Answering the phones
- Responding to questions from parents, guardians and volunteers
- Adding contacts to various databases and mailing lists
- Managing merchandise sales & inventory
- Maintaining records of staff and volunteer clearances
- Inventory office supplies and restock as needed
- Help organize and maintain common office areas
- Provide administrative support for the development function including events and fundraising campaigns

Rehearsal/Performance Duties

- Attend all choir concerts (approximately 7 annually) to staff ticket and merchandise sales

- Attend several choir rehearsals weekly to assist with covid protocols and respond to questions from parents

Communications

- Developing relationships and interacting with parents, guardians, volunteers and choristers regularly
- Supporting choir directors with family communication

Desired Characteristics

- Capacity to produce high-quality work promptly and accurately, with strong attention to detail
- Solid oral and written communication, customer service and interpersonal skills
- Ability to work collaboratively in a team-based environment
- High energy and self-motivated

Essential Qualifications

- Minimum high school diploma, some college preferred
- Proficiency with Microsoft office
- Minimum of 2 years of office experience
- Ability to travel locally and regionally
- Technical abilities in Canva and WordPress is a plus
- Have a driver's license

Salary - \$15-\$20/hour

How to apply:

Please send resume and cover letter to aobrien@pbgcsings.org