



We're hiring!  
**Administrative Assistant**

We'd love to hear from you!

We're looking for someone with passion for music's ability to facilitate the growth of young people; who truly believes in the power of communication; who channels their curiosity and humility to take risks and try new things; who embodies the ideal that we all have the ability to grow; and who is dedicated to creating a more just and equitable world.

If any of this sounds like you, we might just be the team you've been looking to join.

Job Title: Administrative Assistant  
Reports To: Executive Director  
Classification: Part-Time, Non-exempt  
Supervises: None

Start Date: January 2022  
Location: GoggleWorks Center for the Arts  
Reading, PA

Salary: \$20 per hour

Schedule: 4 -5 days a week, schedule flexible and discussed in conversation with Executive Director  
25 hours / week, year-round

Application Dates & Process:

1. Please prepare a **letter of intent, résumé** and **3 professional references**.
2. The letter of intent is a great place to tell us why you think you will make a great addition to our organization.
  - a. Why do you want to join our organization?
  - b. Tell us how you can help us fulfill our mission.
  - c. What special skills and qualities do you bring?
3. Send your materials to Sam Barge at [director@berksyouthchorus.org](mailto:director@berksyouthchorus.org).  
The application deadline is **Wednesday, December 1, 2021**. Applicants will be contacted on a rolling basis until the position is filled. Successful applicants will be invited for an interview.

About Berks Youth Chorus

Berks Youth Chorus' mission is to enrich our community by fostering and promoting choral excellence in young people through music education and quality performances. Berks Youth Chorus strives to cultivate leadership, confidence, friendship, creativity, and joy for choral singing in young singers through diverse programming and musical excellence. We envision our singers contributing to a world that is inspired by and connected through music.

Since 1992, the chorus has provided young singers the opportunity to perform in a variety of venues from nursing homes and churches, to concert halls and hospitals. Our singers embrace music as a celebration that connects people globally and crosses all boundaries.

Our primary programmatic initiative, Chorus for Causes, empowers our youth to use music as a vehicle to give back to their community. During each of our three annual seasons, our singers select and partner with an

organization doing work in the community that our singers are passionate about. The process gives our singers the opportunity to witness firsthand how their voices can make a difference in our world.

### Job summary

The BYC Administrative Assistant is responsible for managing the day-to-day operations of a small arts organization. Responsibilities include bookkeeping, database management, communications and general office support.

### Essential Duties and Responsibilities

#### 1 Administrative Support

- Serve as first point of contact for the organization.
- Purchase office supplies and keep the office stocked and organized.
- Maintain BYC files and records.
- Manage donor, membership and music library databases.
- Manage the distribution and collection of program materials for all singers and staff.
- Coordinate and maintain insurance coverage and renewal for staff and the organization.
- Assist with creation and distribution of marketing materials, bulk mailings, and electronic newsletters.
- Assist with website updates and social media content creation.
- Assist with email, text, and social media updates to BYC members and community.
- Assist with donor communications, including the annual campaign and ongoing “thank you” letters.
- Assist in coordinating community events.
- Assist with coordination of concert and rehearsal logistics, including rehearsal attendance and compliance with BYC policies.
- Coordinate with the Parents Auxiliary Chair to manage the committee’s finances and volunteer opportunities.
- Manage repair and maintenance of office equipment, including computers, phones and printers.
- Perform general administrative support as needed.

#### 2 Bookkeeping

- Perform basic bookkeeping tasks, including but not limited to accounts payable and receivable, mailing checks, making deposits, invoicing, running financial reports, assisting with annual audit.
- Maintain all financial records, ledgers, journal entries, bank accounts, and cash accounts.
- Maintain records of sales and inventory of BYC items.
- Prepare for Board of Directors meetings by pulling necessary documents upon request.
- Assist the accountant and treasurer in the preparation of annual tax reports.
- Manage and maintain supporting details of monthly payroll.
- Assist Executive Director in compliance of all local, state and federal tax regulations and work with Treasurer and accountant in filing reports as needed.

#### 3 Take on additional tasks as directed by the Executive Director.

### Qualifications and Skills

- Interest in and commitment to BYC’s mission.
- Strong proficiency with spreadsheets, databases, and word processing.
- Strong organizational skills.
- Ability to develop effective work plans, organize details, set priorities, and meet deadlines.

- Strong attention to detail and ability to work both independently and with a team.
- Solid written and oral communication skills with comfort communicating in-person, on the phone, and via email/letter writing.
- Ability to operate and troubleshoot standard office equipment.

#### Preferred Qualities

- Two years related experience.
- Nonprofit experience a plus.
- Ability to perform or read music is NOT required, but appreciation for choral music a plus.
- Familiarity with QuickBooks a plus.
- Familiarity with social media and graphic design (like Canva) a plus.
- A willingness to embrace new challenges and learn new skills.
- Strong ethical standards and ability to maintain a high level of confidentiality.
- Commitment to BYC values, which includes advocating for social justice, anti-racism and inclusion.
- Bilingual English/Spanish a plus.

#### Additional Conditions of Employment

- Ability to pass both state and federal background checks (including FBI fingerprinting) in accordance with the state Child Protective Service Law

This job description is not an all-inclusive list, but is intended to summarize the key responsibilities. Berks Youth Chorus retains the discretion to add to or change the duties of this position at any time. BYC is an at-will employer and employment may be terminated at any time for any reason including, but not limited to, performance deficiencies and funding restrictions. BYC is an equal opportunity employer. We seek a broad and diverse pool of candidates and strongly believe that our organization benefits from the perspectives and talents of a diverse staff.