



Administrative Assistant
Amarillo Youth Choirs
Amarillo, Texas

Amarillo Youth Choirs, Inc. (AYC), founded in 1989, is governed by a volunteer board of directors who are responsible for selecting the Artistic Director and Executive Director, each of whom report directly to the Board. The staff then consists of assistant staff under each of the directors. The AYC staff works as a team, along with the Board, to achieve AYC's multifaceted mission of providing boys and girls in the Amarillo and Panhandle area who have special musical abilities with an opportunity to study and perform challenging choral literature; to bring talented boys and girls from all ethnic, religious, and economic backgrounds together to work and sing in harmony; and to build self-esteem, create musical awareness, instill self-discipline, promote responsibility, and develop musicianship.

The AYC organization consists of approximately 200 young voices making up the four choirs of the Amarillo Boy Preparatory Choir, the Amarillo Boy Concert Choir, the Amarillo Girl Concert Choir, and the Amarillo Girl Preparatory Choir. Both Concert Choirs have been recognized on a national and international level with performance tours to Germany, Austria, England, Italy, Spain, Hawaii, New York City, Washington DC, Orlando, Los Angeles, as well as other major national cities. The Concert Choirs have performed in notable national venues including the American Choral Director's Association (ACDA) National Convention, ACDA Southwest Convention, ACDA Leadership Conference, Texas Music Educator's Association Convention and have performed locally with the Amarillo Symphony Orchestra, Amarillo Opera, Amarillo Little Theatre, Chamber Music Amarillo, Amarillo Master Chorale, and the West Texas A&M University Orchestra.

Administrative Assistant Job Description

Part-time employment with hours linked to activities and events

Reports to: Executive Director, Katherine Stribling

Key Interactions: Executive Director, Artistic Director, parents, students, volunteers

Starting Salary Range: \$10/hr for 20 hours per week for 10 months (negotiable)

Applications and Inquiries:

Please submit a letter and resume in MS Word format to:

Mrs. Katherine Stribling

Email: Katherine@amayouthchoirs.org

Website: <http://www.amayouthchoirs.org>

The Amarillo Youth Choirs is an equal opportunity employer that welcomes any qualified applicant and values diversity of all kinds.

Position:

The Administrative Assistant works directly with the Executive Director (ED) of AYC in the day-to-day work of running the choir.

Roles & Responsibilities:

- Maintain an accounting of financial records (Excel or Charms) for individual AYC members including tracking all financial obligations, fundraising efforts, and tour deposits.
- Reporting the individual account balances to AYC members through monthly statements and on a case-by-case basis when requested.
- Maintain the database of AYC members, board of directors, alumni, and past members including contact information for mailing, emailing, and phone numbers (Excel).
- Distribute weekly notes to AYC members about important dates and to-do's.
- Maintain the music library with orders, copies, and distribution of music to AYC members as requested by the Artistic Director.
- Create all creative materials (Pages) for advertising, concert programs, billboards, direct mail pieces, etc.
- Manage the ad sales, materials collection, and delivery to printer of the annual membership directory.
- Assist board members in their duties including, but not limited to, uniform distribution, fundraising order collection, fundraising item distribution, AYC camp management
- Assist at weekly rehearsals for all four choirs (Monday & Tuesday evenings 3:45-7:00) to answer parent questions, manage flow of choir members between rehearsals, etc.
- General office duties as required

Qualifications:

- Previous office experience
- Strong skills in Excel and Word required.
- Demonstrated knowledge of working with large amounts of individual cash transactions
- Superior oral and written communication skills
- Dynamic, energetic, and socially adept with demonstrated strong leadership skills
- Integrity and a demonstrated commitment to the highest ethical standards

Preference given for:

- Bachelors Degree
- Strong skills in Pages or similar
- Experience working with children (between 7-16 years)