



Administrative Specialist – Oregon Chorale

Pay: \$17.50 - \$20.00 per hour depending on qualifications.

This is a part-time, (8-10 hrs. per week) non-exempt position.

With over 30 years of serving the community, the Oregon Chorale is proud and honored to be one of the premier community choir ensembles in the Portland Metro area. As their passion for making world-class music clashes with the business demands of a rapidly increasing audience and an ever-expansive digital presence, the Chorale is faced with an exciting but honest reality...

We need your help!

The Oregon Chorale is currently recruiting for a part-time Administrative Specialist to help us keep the musical winds at our backs. The Chorale is dreaming of an administrative professional who shares their passion for the impact that music can have on the strength and vibrancy of a community. The Administrative Specialist will work a flexible schedule with an average of 8-10 hours per week with the ability to flex up to 12 hours per week leading up to Chorale concerts and special events. This is a great opportunity that provides the ability to work from home as well as out in the community of Washington County!

A typical day may find you leading in the following roles:

- Handling venue contacts and contracts, insurance, and artists' contracts;
- Maintaining the Chorale PO Box and distributing mail;
- Assisting with marketing and publications tasks including the development, printing, and distribution of program and communications materials;
- Distributing press releases;
- Attending board and committee meetings;
- Newsletter support;
- Maintaining and filing ASCAP and other copyright forms as needed;
- Maintaining email lists for committees, board, members;
- Bookkeeping support - Handling dues payments, concert revenues etc.;
- Database administration including handling donor correspondence and communication with Friends of the Chorale events.
- General website updates including ticket sales updates;
- Updating social media connections for the Chorale (Facebook, twitter, instagram etc.)

Education and Experience:

High School Diploma or GED and 3 years office and customer service experience; or equivalent combination of education and experience sufficient to perform the essential functions of the position as described. *Experience in special event promotion and coordination is highly desired.*

Licensing and Certifications:

- Valid Driver's License

Working knowledge of:

- Non-profit financial organization;
- Social media promotional concepts and basic web design;
- Entry level comprehension in grant writing and administration;
- Bookkeeping best practices
- Modern office equipment

To apply, please submit a resume and cover letter to HR@oregonchorale.org by 5:00 PM April 15, 2019.