



**Job Title:** Administrative Assistant (part time)

**Job Location:** Memphis, Tennessee

**MMI Overview:**

Memphis Music Initiative (MMI) invests in youth, local communities and Memphis' musical legacy by broadening and strengthening existing music engagement offerings in and out of schools and supporting youth-centered, community-based music programs. Through various investment strategies, MMI seeks to: 1) sustain existing in-school music engagement, and expand instruction through partnerships with local musicians; 2) expand high-quality, out-of-school programs to reach more youth and remove barriers to youth engagement and participation; 3) support organizations that are providing music engagement enhance their sustainability and scale high quality programming. From gospel to rock, soul to country, hip-hop to classical, the Memphis Music Initiative supports all forms of musical expression that have created a powerful musical legacy and tradition in Memphis. Find out more about MMI at <http://www.memphismusicinitiative.org>.

**Job Description:**

MMI is seeking an Administrative Assistant to provide office duties, support staff and perform administrative tasks. The ability to multi-task, while maintaining complex schedules and managing administrative support, is essential in this position. The ideal candidate is resourceful, a good problem solver and organized. The time commitment for this position is at least 20 hours per week (M-F). We would prefer that this person be available Monday through Friday for approximately 4 hours daily during working hours; this person *must* be available for at least four days during the week.

**Key duties and responsibilities of this position include:**

- Providing administrative support to staff
- Coordinating projects and events
- Managing company calendar regarding scheduling
- Managing company purchasing, including maintaining office supplies and ordering items as needed
- Generating memos, emails and reports as necessary
- Responding to questions and requests for information
- Answering incoming calls and assume other duties when needed

**Qualifications:**

- High School diploma required; Bachelor's degree
- Computer literate; proficiency in MS Office with expertise in Microsoft Word, PowerPoint and Excel
- Some experience working in an office setting preferred
- Reliable and able to maintain consistent schedule
- Detail oriented and comfortable working in a fast-paced office environment
- Exceptional professionalism and communication skills
- Superior organization skills and dedication to completing projects in a timely manner

**To Apply:**

Interested individuals should submit a letter of interest and resume to [adminasst@memphisismusic.org](mailto:adminasst@memphisismusic.org).