



Job Title: In Schools Administrative Assistant (part time, six month term)

Job Location: Memphis, Tennessee, downtown Memphis office

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 In Schools Team 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 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. The position is currently limited to six months; an excellent performer in the role may be considered for other opportunities with MMI at the end of the term.

Key duties and responsibilities include:

- Provide general administrative support to In Schools Team
- Perform clerical functions, including but not limited to: schedule appointments, assist leadership team with preparation of documents and correspondence; scan, copy and index correspondence to schools, community partners and organizations
- Work under the general coordination of the Fellowship Coaches to manage

administrative aspects of field experiences, projects, and events

- Managing In Schools calendar and scheduling
- Assist in communicating across multiple school systems
- Select and coordinate vendors and other resources
- Support key staff facilitate customer service, school communication, processes and procedures for In-School databases
- Manage In Schools purchasing, including maintaining office supplies and ordering items as needed
- Generate memos, emails and reports for In Schools Team as necessary
- Respond to questions and requests for information
- Answer incoming calls and assume other duties when needed

Qualifications:

- High School diploma, Associate's or Bachelor's Degree
- Must operate consistently with professional demeanor, ability to manage multiple tasks, thorough and detail oriented approach to work, and commitment to producing excellent results
- Computer literate; proficiency in MS Office with expertise in Microsoft Word, PowerPoint and Excel; Competent in Microsoft and Google Software (word processing ,email communications)
- 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.