



2/9/2021

Maryland Youth Ballet (MYB), a 50 year-old classical ballet training institution in the DC Metro Area, seeks a part-time Administrative Assistant to support the organization in the areas of customer service, student registration, remote support, and data entry.

The ideal candidate will have nonprofit administrative experience, a high level of organization and attention to detail, excellent customer service skills, and a willingness to learn multiple registration and database systems. Candidates must be available to work nights and weekends.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work on-site 18-24 hours per week
- Remote and In-Studio Check-in for both virtual and in-studio classes using MindBody Online and other registration systems
- Opening and closing the facilities
- Assisting the Registrar with data entry and correspondence with parents
- Assisting with projects as needed

QUALIFICATIONS

The ideal candidate will have 1-2 years experience in nonprofit arts administration, a working knowledge of ballet, experience with MindBody Online or a willingness to learn, experience with G-Suite or google docs and sheets, and excellent communication and writing skills. Potential candidates who are fluent in Spanish are highly encouraged to apply.

COMPENSATION

MYB offers competitive pay as well as paid leave and retirement benefits.

TO APPLY

To apply, please send a resume and cover letter to Katie Sopoci Drake at ksopocidrake@marylandyouthballet.org. Please use the subject line: "MYB Part-Time Administrative Assistant".

MARYLAND YOUTH BALLET IS AN EQUAL OPPORTUNITY EMPLOYER. APPLICANTS FROM A DIVERSE BACKGROUND ARE STRONGLY ENCOURAGED TO APPLY.