



Enriching Lives through Music

## **Position: Office Manager**

Enriching Lives through Music (ELM) is an immersive youth music school in the Canal neighborhood of San Rafael that provides tuition-free, multi-year music education and performance opportunities to primarily first-generation Latino children.

It is an exciting time at ELM as we celebrate a decade of service to the San Rafael community. We have grown from 15 to 170 students, with plans to reach 250 students within five years. We strive to engage the entire community through partnerships, community events, and performances in the Bay Area and beyond.

We are seeking an energetic, thoughtful professional to join our dedicated staff and grow with us during this exciting time of expansion.

## **Position Summary**

The Office Manager supports the leadership team, particularly the Executive Director and the Board Chair, as well as everyone else in the office. The duties of the position can vary widely from day to day.

## **Essential Duties and Responsibilities**

- Schedule appointments and meetings for the Executive Director and the Board Chair
- Assist the Executive Director and the Board Chair with confidential communications by email, letter, and phone
- Provide administrative support to the Finance and Operations Director and the Development Director as needed
- Greet and direct visitors in the office and arrange space for meetings
- Manage all general office operations, including food and beverage orders, mail, maintenance, office equipment, office supplies, and printing
- Support the development team at events and activities, including donor receptions that may be in the evening or on the weekend
- Perform other duties as assigned

## **Skills and Qualifications**

- Proven experience as an office manager
- Commitment to maintaining confidentiality and privacy
- Excellent time management skills and ability to multitask and prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills in a fast-paced environment

## **Technical Skills**

- Proficiency in Google Workspace required
- Familiarity with email scheduling tools (i.e. Calendly) desirable

## **Education/Experience**

- Two (2) years of relevant experience required
- Associate's or bachelor's degree preferred

## **Hours and Reporting Relationships**

This position is fifteen (15) hours per week with a flexible, hybrid schedule. Occasional evening and weekend hours are required.

The Office Manager reports to the Finance and Operations Director.

## **Compensation and Benefits**

The compensation for this position is a salary of between \$19,500 and \$23,500, depending on experience.

ELM offers a competitive benefits package, which includes professional development, healthcare expense program, and the option to enroll in a retirement savings program.

## **Application Process**

Please submit a resume of no more than two pages to [david@elmprogram.org](mailto:david@elmprogram.org). No phone calls or walk-ins please.

**ELM is committed to employment policies and procedures ensuring all qualified persons are accorded the equal opportunity for employment, promotion, and training.**