



JOB ROLE AND SUMMARY

Job Title: Administrative Assistant

Reports to: Executive Director

Direct Reports: N/A

Classification: Part Time (25 hours/week), flexible schedule, hybrid position -75% onsite, 25% remote

MISSION

Hopewell’s mission is to improve access to music education in North Minneapolis through affordable, inclusive, and engaging music programs

WHAT WE OFFER

Hopewell values our relationships with teachers, administrators, students and families. We envision a thriving music community in North Minneapolis, where everyone has equal opportunity to nurture and share their talents regardless of race, income, ability, or musical background.

DUTIES & RESPONSIBILITIES	SKILLS & QUALIFICATIONS
<ul style="list-style-type: none"> • Answer phone and general email accounts • Support projects through vendor research, inventory maintenance, and data preparation • Assist with preparation of meeting agendas and slide decks • Update external and internal organizational calendars as needed • Maintain board contact and committee lists, and support board and Executive Director 	<ul style="list-style-type: none"> • Must be resident of Minnesota • Passion for arts and community • Experience with Google Suite and databases preferred • Interest in learning about arts administration and community building, previous experience a plus • Excellent organizational skills with attention to detail and accuracy • Ability to problem solve, even when under pressure • Self-motivated, independent worker

COMPENSATION

- \$18/hr
- Employee status w/ taxes withheld

BENEFITS

- PTO, Paid Holidays
- Rehearsal & Practice space
- EAP

LET US KNOW

- Fluency in another language
- Interest in being an instructor

TO APPLY

- Go to www.hopewellmusic.com/

COVID GUIDELINES

Hopewell strives to keep our families, staff and teachers safe. To that end, all staff and faculty must be fully vaccinated for Covid- 19 to be on-site or at community events. Those who are not vaccinated are welcome to work remotely as their position allows.

North Minneapolis residents and BIPOC musicians are encouraged to apply.