



Administrative Assistant Position

Employment Type: Part-time

Responsibilities:

As an Administrative Assistant reporting to the Chief Executive Officer of FAME-Foundation for the Advancement of Music & Education, Inc., you will perform a wide range of administrative and office management functions to ensure smooth day-to-day operations of the organization. Duties include, but are not limited to:

- Produce various correspondence, reports and other materials with accuracy, utilizing a variety of software programs (e.g., MS Word, MS Excel, Outlook, MusicFirst).
- Prepare and distribute information and/or materials to requesting parties.
- Review incoming and outgoing correspondence, announcements, and other mail.
- Answer telephone calls from a variety of customers and greet visitors.
- Manage and maintain calendars and schedule meetings and events.
- Coordinate space and office organization; purchase and manage supplies and equipment.
- Regular and ongoing communication with board members and committees, staff, students, and parents.
- Provide assistance to program directors with developing technical reports.
- Perform collaborative planning and decision-making with other FAME staff members.
- Coordinate work assignments and office coverage with other administrative staff to ensure mission accomplishment and to support a collaborative work environment.

Required Skills/Qualifications: You should be competent in each of the following categories:

- Microsoft Word, Excel and/or other database programs, especially record keeping software, calendar, or data entry experience.
- Written and verbal communications.
- Time management and task prioritization skills.
- Customer service and teamwork should be your main priorities, along with attention to detail.

Highly desirable:

- Demonstrated success working independently and taking initiative.
- Demonstrated success working effectively in fast-paced, highly collaborative, fluid work environments where flexibility and teamwork are required.
- Project management ability.

This position requires a background check.

Hours: 20 hours per week.

Salary: Based on experience.

How To apply: In one document (.doc or .pdf format) submit your resume, cover letter detailing your interest in this position, salary requirements and contact information for two references to Barbara Blair at bblair@fameorg.org.

About FAME

FAME - Foundation for the Advancement of Music & Education is a tax-exempt nonprofit based in Bowie, Maryland. FAME's mission is to positively impact the lives of youth through access to quality music, education, programs, and experiences.

FAME is a harmony of music and education. We prepare youth for college and career through a four-pronged approach:

- 1. Music Instruction - Middle and High school students receive college level music instruction from college faculty and professional musicians to build the next generation of musicians and increase their confidence and enthusiasm for learning.*
- 2. Educational Support - Students receive weekly instruction in STEM subjects, while also improving language skills. FAME's music and educational components meet national standards and help students to excel in school and achieve advanced academic placement.*
- 3. College Preparation – Students prepare for college education through academic tutoring, study skills development, SAT preparation, identifying college majors and requirements, and learning about the admissions and financial aid processes.*
- 4. Work Readiness - Students develop technical skills for music industry-related occupations as well as soft skills such as organization, time management, goal setting, and networking necessary for employment in any industry.*

FAME challenges students to set high expectations for their academic and life achievements by expanding students experiences to demonstrate that they are not defined by their current conditions or surroundings.