



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 24-32 hours per week. Hours include nights & weekends.
- 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.

COVID-19 Protocol

Must provide proof of full vaccination including booster.

COMPENSATION

MYB offers competitive pay as well as retirement benefits. **\$17-20/hr** depending on experience.

TO APPLY

To apply, please send a resume and cover letter to Alyce Jenkins at ajenkins@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.