



Maryland Youth Ballet (MYB), a 50 year-old classical ballet training institution in the DC Metro Area, seeks a full-time Administrative Assistant to support the organization in the areas of customer service, student registration, 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 32-36 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 [dclark@marylandyouthballet.org](mailto:dclark@marylandyouthballet.org). Please use the subject line: "MYB Full-Time Administrative Assistant".

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