



**Position Title:** Office Assistant

**Position Type:** Non-Exempt

**Reports to:** Executive Director

**Salary:** \$20-25/hour DOE

**Hours:** Part-time, 16-18 hours per week

**Location:** Palo Alto

### **POSITION SUMMARY**

The California Youth Symphony (CYS) seeks a positive, organized, and proactive individual for a Part-Time Office Assistant position, beginning in Spring 2026. This role is responsible for performing various clerical and administrative tasks essential to CYS's daily operations. The ideal candidate must be detail-oriented and skilled at managing multiple tasks concurrently.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

- Answer phone calls; check CYS emails; collect, log, and respond to incoming mail
- Keep track of office supplies, inventory, and archival materials
- Maintain mailing lists and donation records
- Research and secure season advertisers
- Work with Finance staff to record incoming tuition and camp payments; assist with collections of aging receivables
- Communicate CYS events with surrounding communities
- Other duties as assigned

### **QUALIFICATIONS:**

- Minimum of two (2) years of experience in an office environment
- Strong computer skills (e.g. Google Workplace; familiarity with Salesforce or Quickbooks is a plus)
- Comfortable handling multiple tasks simultaneously and be a problem solver
- Excellent communication skills
- Ability to handle confidential information

### **WORK ENVIRONMENT:**

- Ability to lift and carry up to 20 pounds occasionally
- Periodically ascend/descend stairs

### **ABOUT CALIFORNIA YOUTH SYMPHONY**

Founded in 1952, CYS has grown from a single orchestra to seven ensembles, currently serving over 400 young musicians representing nearly 100 Bay Area schools. Our international tours for young people have earned rave reviews from critics and audiences alike. We offer educational outreach events to the community at no cost. For more information, visit [www.cys.org](http://www.cys.org).

**To Apply:** Please send a cover letter and resume to [kiri@cys.org](mailto:kiri@cys.org); open until filled.