

Job Title: Office Coordinator, Missouri Symphony Society

Reports to: The Executive Director or in the absence of the Executive Director, to the President of the Board with input from the Executive Committee of the Board of Directors

Status: Full time hourly employee (40 hours/week)

RESPONSIBILITIES & DUTIES:

Office Administration:

- Maintain MOSS master calendar
- Maintain and update donor database
- Track accounts receivable and payable; use Quickbooks Online
- Assist in development of the annual budget by requesting budget information from staff and committees, preparing the general office budget request, researching the budget requests for clarification and compiling the budget for consideration by the Budget and Finance Committee.
- Distribute the approved budget, as applicable, to staff and committees
- Monitor marketing related expenditures
- Maintain consistency of MOSS brand
- Maintain the policy and procedure manual as approved by the Board
- Assist the music director and the Hot Summer Nights Committee with scheduling the travel, finding the lodging, and assigning the hospitality responsibility of guest artists for Hot Summer Nights and other performances with guest artists
- Add standard wording to the guest artists' contracts as approved by the board after the music director's review and prior to review by the Executive Committee and signing by the Board President.
- Proofread materials produced for MOSS for spelling, grammar and accuracy
- Coordinate materials for MOSS meetings, training sessions and other activities as directed by the President or Executive Committee
- Assist with research and cost comparisons for vendors to maintain cost effectiveness and quality; Place orders as required
- Maintain a positive working relationship with vendors and partners
- Track and coordinate fulfillment of membership and sponsorship benefits and donor relations.
- Perform general office duties: typing, flow of correspondence, filing, copying, etc.
- Keep the office orderly, clean and well maintained

Direct Communications:

- Manage correspondence and mailings
 - Draft correspondence to members, donors and volunteers
 - Receive and distribute all incoming mail including gifts
 - Coordinate outgoing mail, including courier services, and postage meter account/stamps
 - Coordinate bulk mailings, including but not limited to annual membership appeal
 - Document incoming and outgoing correspondence
- As needed, serve as a centralized collection point for information to be distributed through website, program booklets and other media
- Answer office telephone, greet and direct office visitors, respond to requests for information and/or forward messages to appropriate individuals
- Coordinate social media posts and events

Cooperate with the Board, Volunteers, Employees, and Independent Contractors:

- Work cooperatively with the Board of Directors, Executive Committee, Artistic Director, other employees or contract labor, committees and membership
- Assist MOSS committees with planning and coordination of events; Lead the efforts when directed to do so by the President or Executive Director
- Assist the Board with strategic planning
- Attend Board Meetings and Annual Membership Meeting when directed to do so by the President or Executive Director
- Staff committees as assigned by the President
- Coordinate volunteers to assist with routine office responsibilities
- Perform other duties necessary for the well-being of MOSS, as assigned by the President or Executive Director

Qualifications\Skills required:

- 1-3 years office experience
- Excellent oral and written communication skills
- Excellent social media skills
- Excellent computer skills with expertise in Microsoft programs Word and Excel, Adobe Creative Suite, Quickbooks Online, Neon CRM or other client relation manager program.
- A high degree of organization; ability to manage/prioritize multiple projects simultaneously
- Ability to work independently and as part of a team
- A positive attitude and respectful interactions with others
- Ability to maintain confidentiality
- Follow through on commitments
- Attention to detail
- A valid driver's license, reliable transportation and insurance

Qualifications\Skills preferred:

- 1-3 non-profit related experience
- Accounting experience
- Graphic Design
- Website management

Benefits

- Bi-weekly pay
- One week paid vacation per year, with additional days added each year of service
- Paid holidays
- Parking garage pass
- Two tickets to any MOSS performance as requested, attendance will not be considered work time unless attendance is specifically required as work time by Executive Director or Executive Committee
- Simple IRA