



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 18-24 hours per week (some nights and 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

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.

#### COMPENSATION

MYB offers competitive pay as well as paid leave and retirement benefits.

#### TO APPLY

To apply, please send a resume and cover letter to Katie Sopoci Drake at [ksopocidrake@marylandyouthballet.org](mailto:ksopocidrake@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.**