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407 HIGHLAND AVENUE, WINCHESTER, MA 01890 | (781) 721-2950 | WINCHESTERMUSIC.ORG

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## **JOB POSTING**

### **Weekend Administrative Assistant**

Are you a music lover? We're looking for a collaborative part-time associate to join our dynamic WCMS team as a weekend administrative assistant. We are a non-profit music school with an active front office supporting our students, faculty, and staff in a variety of ways. We offer a vibrant environment to work in, free parking onsite, and staff discounts. The ideal candidate would have available hours for Saturdays between the hours of 7:30AM-5:30PM and some Sunday hours. Occasional weekday evenings may become available for coverage for other team members. (Evening shifts begin at 5:30pm-9pm)

Reception duties: provide excellent customer service, answer phones, direct calls, and be comfortable with computers and learning new programs. Other duties as assigned. The successful candidate should have demonstrated experience in customer service. Interest in working for a non-profit organization is preferred. Must have reliable transportation (WCMS is not easily accessible by public transportation). Part-time, non-exempt – paid hourly.

### **COMPENSATION**

\$17.00/hour. Benefits include access to a 403b tax-deferred annuity retirement savings plan through TIAA, a comprehensive employee assistance plan, access to voluntary vision, life, and accident insurance, 25% WCMS tuition discount for employee and immediate family members, and paid sick time in accordance with MA Sick Leave Law.

### **TO APPLY**

For consideration, submit your resume, and three references to the attention of Jeana Grady, Office Manager, at [info@winchestermusic.org](mailto:info@winchestermusic.org). No phone calls, please. Only those selected for interviews will be contacted.

Winchester Community Music School is an equal opportunity employer and values diversity and inclusion. All employment is decided on the basis of qualifications, merit, and business need. We encourage candidates of all backgrounds to apply for this position.