



## VYOA Office Manager

### Board of Directors

Mike Noble  
*Chair*

Lisa Shelkrot  
*Vice Chair*

David Webster  
*Treasurer*

Mandy Koskinen  
*Secretary*

Carolyn Bever  
Amy Caldwell  
Monique Corcoran  
Marilyn Hardacre

Music Director  
Dr. Benjamin Klemme

Executive Director  
Rosina Cannizzaro

The Vermont Youth Orchestra Association (VYOA) seeks a part-time office manager with QuickBooks knowledge. With a mission “to develop young people as artists, citizens, and leaders through the shared pursuit of musical excellence,” the VYOA is committed to providing instrumental and choral experiences for students of all ages, abilities, and backgrounds.

Responsibilities include: general office duties (answering phones, greeting visitors, overseeing office equipment and supplies); database management; program registrations and tuition tracking; payroll submissions; communication with staff, parents, and vendors; managing the facility calendar; and overseeing administrative duties at VYOA events.

Qualifications: Detail-oriented, ability to multi-task, strong organizational and computer skills, and is committed to the VYOA's mission. Associate's degree (Bachelor's degree preferred) in relevant field, as well as 3 to 5 years of relevant work experience.

Successful applicants must demonstrate excellent verbal and written communication skills; and proficiency in Microsoft Word, Excel, and Publisher. Must be energetic, positive, mature, professional, motivated, have a sense of humor, and an appreciation for the arts and young musicians. 20 hours per week, full year. Anticipated schedule is 12:00 pm -- 5:00pm, Monday through Thursday, with some flexibility. Must be able to work occasional concert weekends. Compensation is commensurate with skill and experience.

Please email resume and cover letter with three work references to [rosina@vyo.org](mailto:rosina@vyo.org).

No phone calls, please.

Visit [vyo.org](http://vyo.org) to learn more about the VYOA.

THE VYOA IS AN EQUAL OPPORTUNITY EMPLOYER.