



Executive Assistant and Board Liaison

Caramoor Center for Music & the Arts is a non-profit organization located in northern Westchester whose mission is to enrich the lives of audiences through innovative and diverse musical performances of the highest quality, mentor young professional musicians, and engage children through interactive, educational experiences that deepen their relationship to and understanding of music. These three prongs – music performance, musician mentoring, and music education – infuse everything we do.

Caramoor is seeking a **temporary Executive Assistant and Board Liaison** (25-30 hours per week) to join the team from November until the end of March 2023. This position will report to the Chief Executive Officer and Chief Development Officer. This is a hybrid role.

DUTIES AND RESPONSIBILITIES:

- Manage calendar of appointments, meetings, conference calls, etc.
- Field all incoming inquiries by phone and mail, responding when appropriate
- Prepare and document all outgoing correspondence
- Execute travel arrangements and secure reservations
- Reconcile expenses with Finance Department
- Arrange refreshments and materials for meetings and donor cultivation, Board, Committee and Advisory Council meetings
- Support Senior Staff in communicating with the Board of Trustees, Committees and the Advisory Council
- Work closely with Board Chairman & CEO to organize meetings, dinners, and related events
- Produce and attend Board, Committee, and Advisory Council meetings
- Direct external requests for information to appropriate departments
- Undertake projects relevant to the organization as assigned

SKILLS AND QUALIFICATIONS:

- Bachelor's degree and 2+ years of administrative/executive support experience
- Prior experience or knowledge working with a non-profit Board/Council is a plus
- Proficient in Microsoft Office
- Exceptional verbal and written communication skills and a professional phone manner
- Must be detail oriented, able to take initiative, and have a positive attitude
- Ability to maintain confidentiality and discretion about the institution, its donors and staff
- A willingness to be hands-on, organized, and flexible enough to work on a variety of assigned tasks, as necessary
- A passion for music, an appreciation for creating an environment of inspiration of music for all visitors, and a strong understanding of Caramoor's mission and values
- COVID-19 vaccination is required

Apply on Indeed via the following link: <https://www.indeed.com/job/executive-assistant-and-board-liason-hybrid-6f494b421ec21b1c>.

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