Administrative Associate

Colorado Symphony Association (CSA) | Job Description

Title: Administrative Associate
Department: Administration
Reports To: VP of People & Culture
FLSA Classification: Part Time, 20 hrs/week, Non-Exempt
Supervisory Responsibilities: No

Position Profile

The Colorado Symphony seeks a highly organized, proactive, and detail-oriented Administrative Associate to support the organization.

In this role, you'll work closely with leadership and serve as a trusted administrative partner, managing priorities, coordinating schedules and meetings, preparing information and reports, and helping ensure day-to-day activities run efficiently. You'll interact with employees and leaders across the organization as well as external partners, so strong judgment, professionalism, and discretion are essential.

The ideal candidate is someone who anticipates needs, follows through, pays attention to the details, and can confidently manage multiple priorities with minimal direction.

Essential Duties and Responsibilities

Leadership Support:

- Provide high-level administrative support to the leadership team, including calendar management, travel coordination, meeting scheduling, and expense reporting.
- Manage complex calendars, prioritize time and commitments, and ensure leadership is prepared and focused on meetings, travel, and key events.
- Draft, edit, and manage internal and external communications, presentations, and leadership materials.
- Maintain a high level of confidentiality regarding sensitive information.

Office Management:

- Oversee the day-to-day administrative operations of the office to ensure an efficient, organized, and professional work environment.
- Manage office operations, including facilities coordination, office equipment, supplies, vendor relationships, including outsourced IT.
- Coordinate office maintenance, repairs, and workplace safety initiatives in collaboration with building management.
- Act as main contact for building security when guests are scheduled to arrive for meetings.
- Support leadership with organizational planning, meeting logistics, and administrative coordination as needed.
- Respond professionally to questions and requests from employees, leaders, and external contacts.

People & Culture Support:

- Coordinate onboarding logistics for new staff, including schedules, orientation materials, office equipment, badging, and welcome experiences.

- Partner with HR and leadership, to ensure new employees have a smooth and informative introduction to the organization.
- Serve as a point of contact for leadership staff to ensure clarity around new hire needs and timelines.
- Partner with HR, leadership, and other teams to help plan and execute activities that support employee engagement and a positive workplace culture, including scheduling, communications, logistics, materials, and day-of-event support.

Other Duties:

- Provide occasional onsite event support, including board, donor, and concert-related activities.
- Perform additional responsibilities as assigned to support the overall success of the organization.

Qualifications and Capabilities

Required:

- Minimum of 3 years of experience in an executive support or administrative role, ideally within a nonprofit or arts organization
- Demonstrated experience managing multiple priorities, projects, and stakeholders with professionalism and discretion
- Strong organizational, communication, and interpersonal skills, both written and verbal
- Proficient in Microsoft Office Suite
- Ability to work independently, take initiative, and exercise sound judgment
- Ability to maintain confidentiality and exercise sound judgment
- Passion for the arts and alignment with the Colorado Symphony's mission and values.

Work environment

The work will take place in a traditional office environment. There may be occasional night and weekend work required.

Physical demands

- Ability to sit for extended periods of time at a desk, with additional demands including occasional standing, walking, reaching, and using hands to manipulate documents and operate computer equipment; essentially, a mostly sedentary role with light physical activity required throughout the day
- Ability to read and interpret documents, spreadsheets, and computer screens
- Clear ability to listen and understand conversations, both in person and over the phone
- This position may occasionally need to lift up to 20 pounds.

Travel required

Occasional travel to offsite events and meetings.

Schedule

Part time, 20 hours per week, Tuesday-Friday, 9:00am-2:00pm, in office. When evening or weekend events require attendance, your schedule will be adjusted so that weekly hours remain at 20, with at least one week of notice whenever possible.

Compensation

- $24-$26 per hour, commensurate with qualifications and experience.

How to Apply

Submit a cover letter and resume to jobs@coloradosymphony.org. Please put **Administrative Associate** in the subject line of your e-mail. No phone calls please.

The Colorado Symphony Association is an Equal Opportunity Employer.