

The Walden School
www.waldenschool.org

Administrative Assistant
San Francisco, California

The Walden School is seeking a part-time administrative assistant in its San Francisco administrative office to join its fun and dynamic team. Specific tasks/projects include word processing, data entry, filing, copying, mailings, publicity and general office organization (trash/recycling removal, supplies ordering/organizing, et al.) and other duties as assigned. The School values creativity and community, and we seek motivated individuals who can support the School's mission and vision. The Administrative Manager, in coordination with the Executive Director and Director of Development, supervises this position.

Compensation: \$12/hour

Hours: TBD; must overlap with hours of the Administrative Manager (generally M-F 10-6pm)

Start Date: As soon as possible.

Hours per week: 10-15, with possible position expansion over time.

Benefits: None offered.

Position requirements:

- Ability to lift packages / boxes up to 25lbs.
- Excellent written and verbal communication skills.
- Excellent computer skills. Preferences given to those with familiarity, skill, and expertise with MS Office applications, Internet applications (Constant Contact, VistaPrint, WordPress, search engines, et al.)
- Flexibility, enthusiasm and positive, can-do attitude.
- Terrific team member, trustworthiness and integrity.
- Excellent sense of humor.

Interested candidates should send a cover letter and résumé to:

Seth Brenzel, Executive Director

The Walden School, 31A 29th Street, San Francisco, California, 94110

No phone calls, please.

The Walden School, founded in 1972, is an acclaimed summer music school and festival offering programs that emphasize creative application, specifically through the study of musicianship, improvisation, and composition. In residence on the beautiful campuses of the Dublin School in Dublin, New Hampshire, and Smith College in Northampton, Massachusetts, the School provides an inspiring retreat-like environment ideal for creative music making. The School's programs include the Young Musicians Program for musicians ages 9 to 18, the Teacher Training Institute for music educators, and the Creative Musicians Retreat for adult musicians. The School's Concert Series showcases free public performances by renowned artists and ensembles that work closely with program participants. The Walden School has been awarded two Chamber Music America/ASCAP Adventurous Programming Awards (2014 & 2012), a New Music Educator Award from the American Music Center (now New Music USA) and was a finalist for a National Arts and Humanities Youth Program Award. The Walden School is the successor organization to the Junior Conservatory Camp.