



Job Description for SLC Administrative Coordinator

The Seattle Labor Chorus is a non-auditioned community chorus of about 30 members, now in its third decade. It is a nonprofit organization dedicated to economic and social justice, and the fundamental right of all workers to organize as a means of securing a living wage. While the chorus primarily serves the labor community, its repertoire reflects the concerns of all who wish to promote a healthier, more equitable society. The Chorus functions as a democratic, largely self-managing body of volunteers; all members are involved in the work of the chorus, which includes governance, fundraising, and producing performances. As a 501(c)(3) organization, it is formally governed by an elected Coordinating Committee (CC), which meets on one evening each month.

The Administrative Coordinator for the Seattle Labor Chorus (AC) will be responsible for overseeing and facilitating the business affairs of the Chorus (with the Treasurer); monitoring and facilitating the work of Chorus members and committees related to the business of the Chorus; serving as a contact person for requests for performances; and following up on, and monitoring, all Chorus activities and functions, supported by the Coordinating Committee (CC).

The AC will have primary responsibility, in conjunction with CC co-chairs and the Music Director, for

- receiving and responding to requests for performances,
- coordinating the logistics for performances, and following up on all details related to performances
- conducting polls of members' availability for gigs (with section leaders)
- tracking the Chorus calendar and upcoming events

These responsibilities are anticipated to be about 40% of the job, or about 18 hours per month.

The AC will

- make bank deposits and reconcile bank statements
- maintain Quicken books of SLC expenditures and receipts

and assist the treasurer to

- develop and track an annual budget
- track dues payments (actual collection will be done by the treasurer, at rehearsals)
- process bills and make payments
- monitor Federal and State tax requirements and process payments

These responsibilities are anticipated to be about 20% of the job, or about 8 hours per month.

The AC will monitor and facilitate the work of various Chorus committees and individual volunteers. The committees and individual volunteers have primary responsibility for *doing* these tasks; the AC's responsibility is like that of a project manager: tracking, coordinating, monitoring, suggesting adjustments as needed, and apprising the CC of problems and roadblocks.

Chorus committees include

- Publicity (responsible for promoting Chorus performances)
- Membership (responsible for new member intake and orientation, membership records, roster, member and fan lists)
- Fundraising committees (including those responsible for the quilt, singalong, auction, union appeals, grants)
- Outreach (responsible for building and maintaining relationships with local labor organizations, and consulting on program planning for events that involves the chorus)

Member volunteers' responsibilities include

- CD sales and accounting
- t-shirt ordering and tracking
- Maintaining the Chorus Facebook page
- Maintaining the Chorus website
- Maintaining records on Box and the chorus hard drive

The AC will attend monthly meetings of the Coordinating Committee (CC), and keep the CC informed about progress and problems. Attendance at rehearsals is not required for this position.

These responsibilities are anticipated to be about 40% of the job, or about 18 hours per month.

Depending on skills and time, the AC may also help to produce sheet music (putting arrangements into Sibelius software).

Professional skills required of the AC are

- excellent organizational ability
- good communication skills
- computer skills (Quicken, email, dropbox essential; Sibelius a plus but not required)
- ability to understand and track budgets and bank statements
- being comfortable in a highly collaborative work environment

The work required of this position is envisioned as approximately 45 hours/month. The AC will be an independent contractor (without benefits), and will report to, and be supported by, the CC co-chairs.

Compensation is \$900 per month, starting in August, 2019. The chorus is committed to continuing this position for a minimum of one year.

TO APPLY: Please submit the following indicating your interest in this position:

- **cover letter, including why you're interested in this position and describing relevant experience**
- **resume**
- **at least 3 references**

Send all materials to: slcACapps@gmail.com with "SLC AC Application" in the subject line.

You will receive an automatic response that your materials have been received. If you don't receive an auto response, contact Lou 206-783-0990.

Applications are due by June 30, 2019