

Internship Opportunity: Administrative Assistant at Denton Community Youth Choirs

Position: Administrative Assistant (Unpaid Internship)

Location: Virtual, based in Denton, TX

Organization: Denton Community Youth Choirs (DCYC)

Duration: September 2024 - June 2025

Supervisor: Dillon Downey, Administrative Director

About Us:

Denton Community Youth Choirs is a nonprofit organization dedicated to building a meaningful and musical community. The mission of the Denton Community Youth Choirs is to empower children's artistic growth through community-based musical experiences.

Position Overview:

We are seeking a passionate and organized Administrative Assistant Intern to join our team. This unpaid internship offers an excellent opportunity for individuals looking to gain hands-on experience in nonprofit administration. The Administrative Assistant Intern will play a crucial role in supporting our accessible programming through website design, event organization, record keeping, and communication with families and community organizations.

Key Responsibilities:

- Maintain and update the DCYC website with current information, events, and announcements.
- Assist with planning and coordinating events and performances.
- Manage record-keeping, including registrations, payment tracking, and scholarships.
- Communicate effectively with families and community organizations via email.
- Provide general administrative support to the Administrative Director.
- Participate in regular meetings to discuss updates and events.
- Communicate in a way that represents the organization according to our mission and values and maintaining confidentiality.

Qualifications:

- We want someone who is eager to learn and contribute to the mission of our organization.
- Strong organizational and time management skills with an ability to handle multiple tasks and deadlines.
- Excellent written and verbal communication skills.
- Proficiency in website management through Wix and Google programs (particularly Google Sheets and Forms).
- Ability to work independently and as part of a team.
- Previous experience in administrative roles or nonprofit work is a plus but not required.

Benefits:

- Gain valuable experience in nonprofit administration.
- Work closely with experienced professionals in the field.
- Build your resume and expand your professional network.
- Contribute to a meaningful cause and make a difference in the community.

How to Apply:

Interested candidates should submit the following materials:

1. A cover letter explaining your interest in the internship and any relevant experience.
2. A current resume.

Please send your application materials to Dillon Downey, Administrative Director, at ddowney@dentoncommunityyouthchoirs.org with the subject line "Administrative Assistant Internship Application."

Application Deadline: August 10, 2024

Denton Community Youth Choirs is committed to fostering a diverse and inclusive environment. We welcome applications from all individuals, regardless of background or experience.

Join us in our mission to inspire and nurture the next generation of young musicians. We look forward to hearing from you!