



**Job Opening: Development and Community Engagement Associate
Yakima Symphony Orchestra (YSO)**

Open until filled

Job Summary

The Development and Community Engagement Associate provides support for the development and stewardship of the YSO's donors and community relationships, assisting the Director of Development and Marketing with management of donor information and communications as well as planning, preparation and execution of patron and community events and activities.

Qualifications

- 1) A warm, friendly demeanor and excellent communication and customer service skills
- 2) Excellent organizational and time management skills; ability to absorb and synthesize information from multiple sources; thoroughness, accuracy and attention to detail
- 3) Ability to appropriately manage confidential information
- 4) Proficiency with Microsoft Outlook, Word, Excel, PowerPoint and Publisher, and with file sharing applications; familiarity with social media platforms; experience with CRM and/or database software preferred (the YSO uses PatronManager)
- 5) Valid driver's license and reliable transportation
- 6) Uncompromising integrity and a strong work ethic
- 7) Ability to repetitively lift up to 40 pounds and to work evenings and weekends for scheduled YSO events
- 8) Must obtain and/or maintain a valid MAST (Mandatory Alcohol Server Training) permit, and must obtain and/or maintain a valid Washington State Department of Health Food Worker card; training and certification may be pursued during employment, within two weeks of hire
- 9) Bachelor's degree or commensurate experience preferred
- 10) Bilingual (fluent in English and Spanish) is preferred
- 11) Passion for and some knowledge of music is helpful

Compensation: This is a full-time, non-exempt hourly position, compensated initially at \$19/hour on a biweekly payroll schedule.

Benefits: Complimentary ticket to all Yakima Symphony Orchestra performances, paid time off equivalent to 20 work days per year, and office holiday pay.

To Apply: Please submit a cover letter of interest and a resume to: David Rogers, YSO Executive Director, at director@ysomusic.org. For more information on YSO, visit www.ysomusic.org.

The Yakima Symphony Orchestra will present a full season of concerts of the highest artistic quality and offer exceptional educational programs. Within a sustainable financial structure, the YSO will provide the community with extraordinary musical performances and will demonstrate value as a regional cultural and economic asset.