



Join a Legacy of Inspiration Through Music!

<https://www.kidssing.org>

The Colorado Springs Children's Chorale is looking for an office coordinator.

Job: Office Coordinator (Part-Time)

Hours: 20 hours/week | Reports to the Executive Director. Hours typically fall between Monday, Noon to 8pm, Tuesday, Noon to 7pm and Thursday, Noon to 8 pm.

Pay Range:

\$18500.00-\$21,000.00/yr

About Us:

As a nonprofit in the Colorado Springs community for nearly 50 years, we have been dedicated to inspiring youth to musical excellence and artistic expression in a nurturing environment—cultivating integrity, professionalism, and leadership. Our rich history and vibrant community are built on a foundation of passion, excellence, and care.

About the Role:

We are looking for a friendly, organized, and mission-driven Office Coordinator to join our team! In this role, you'll help keep our operations running smoothly, support our singers, families, and staff, and ensure that every detail reflects the care and community spirit at the heart of what we do.

What You'll Do:

- Serve as a welcoming first point of contact for families, singers, and supporters: answer phones, emails, and manage internal communications (notes, emails, texts, Google Classroom).
- Coordinate key activities like auditions, meetings, evaluations, and rehearsals.
- Keep our donor, singer, alumni, and teacher information organized and up-to-date.
- Prepare and distribute mailings, event materials, and communications for staff and board meetings.
- Manage office supplies, equipment maintenance, and ensure the office runs efficiently.
- Support events, rehearsals, concerts, camps, and fundraising efforts behind the scenes.
- Oversee onboarding paperwork and background checks for staff and key volunteers.

- Track attendance, maintain rosters and schedules, and update singer files. Process payments, invoice families, prepare deposits, and maintain accurate financial records.
- Support weekly Bingo fundraising operations alongside Bingo Managers.

Who You Are:

- A strong communicator who enjoys supporting others and working collaboratively.
- Highly organized and detail-oriented, with the ability to manage multiple priorities gracefully.
- Proficient with MS Office programs, and QuickBooks, comfortable learning new systems.
- A positive, flexible team player with a heart for nonprofits and youth programs.
- Easily integrate into an established office environment.
- Committed to maintaining accuracy, confidentiality, and excellent service to our community.

Qualifications:

- High school diploma or GED
- 2+ years of experience in a directly related field or in the performance of similar duties and responsibilities required.
- Experience with data entry, answering phones, organizing events, & working with youth.
- Experience in a nonprofit environment preferred.

To apply, send your cover letter and resume to childrenschoralejobs@gmail.com.