



Since 1992, Aurora Chorus has honored and celebrated the strength and beauty of women’s lives through the fine art of choral singing. Aurora was founded on the belief that music can be a powerful instrument of peace—locally, globally, and in the hearts of all who sing and all who listen.

Aurora Chorus of Portland, Oregon, seeks a part-time Administrative Coordinator to support the business operations of our chorus. The administrative coordinator position is a central gathering point for projects, history, and chorus to-do lists. This position may recruit volunteers, help make necessary decisions, and pilot projects as required. They provide general administrative support, and monitor donors and donor contributions, and provide logistical and administrative production support for concerts and other events.

Permanent Part-time - 20 hours/week

Compensation: \$22-\$27/hour based on experience

Requirements:

- Minimum one years experience in administrative support
- Must have (or have access to) a car for specific activities

Preferred Qualifications:

- Bachelor's degree
- Some WordPress experience
- Donor Database management and
- Quickbook experience
- Some event experience

For more information about the Aurora Chorus, go to <https://aurorachorus.org/>

To be considered for this position please submit:

- Resume and cover letter
- Submit to admin@aurorachorus.org.