



Virtual Admin Assistant

The Virtual Assistant will perform various administrative tasks, including answering emails, scheduling new student meetings, directing voicemails to appropriate staff members, and documenting Plugged In systems (create and maintain legacy binder).

- Respond to info@pluggedinband.org emails and voicemails and direct to correct staff member
- Schedule new student meetings with Program Director
- Document Systems / Legacy Binder (PI Binder)
- Connect with concert beneficiary
- Supply Inventory and ordering
- Tasks given by Executive Director/Program Director as needed

Volunteer Term: minimum 6 months

Average Weekly Commitment: 1-2 hours (3-4 hours during event/registration weeks)

Reports to: Program Director