



VOICES IN MOTION™

A multigenerational choir for adults with memory
loss, their caregivers, friends and students

Call for Applications: Administrative Assistant

Start Date: September 1, 2025

Voices in Motion Choral Society is looking for a part-time Administrative Assistant. Located in Victoria, B.C., **Voices in Motion** is a multigenerational choir for people with dementia, their caregivers, and young people (high school and university students). Rehearsals are on Friday mornings from 10:30-noon and Wednesday from 2:15-3:45 pm with concerts in December and May.

Position Summary:

Responsible for providing administrative support for the Board of Directors and Musical Director. This is a part-time contract position, with both on-site and remote work required.

Duties and Responsibilities:

Answer and direct incoming inquiries.

Maintain and manage choir registration.

Maintain online document filing system.

Assist the musical director at rehearsals and concerts, as required.

Purchase choir supplies and printed materials, as directed.

Assist Board of Directors and musical director with securing venues for concerts and rehearsals.

Maintain, monitor and assist with grant applications, insurance, subscriptions and regulatory reporting.

Assist with Board of Director meetings, agenda preparation and minutes

Update content for social media and website.

Assist with promotional material creation and distribution.

Assist the Board of Director with recruitment of choir members.

Requirements:

Previous experience as a receptionist, front-desk or administrative role, (1-2 years preferred)

A calm, helpful and professional demeanor.

Able to work well independently and collaboratively.

Capacity to multi-task and prioritize work.

Good written and verbal communication.

Excellent computer skills.

Computer and internet access.

This is a 10-month contract based on 40 hrs/month @ \$30/hr = \$12,000 per year. The contract position is almost exclusively remote and requires a computer, internet access and workspace.

Resumes may be sent by email to info@voicesinmotionchoirs.org by August 7, 2025.