

Our YNS office is looking to hire an Administrative Assistant. We are seeking an individual who already knows our organization and has a passion for our mission and vision as we continue to grow. We are entering our 35th season in the fall and it is an exciting time to join our team!

The position is part time, 15 hours per week. Strong computer skills and Microsoft office knowledge, including Excel is a must. Knowledge of publishing software and Constant Contact is very helpful.

If you are interested, or know someone that would be, please contact the office during regular hours, 9:00 am to 2:00 pm starting March 5 (the office will be closed on Friday, March 2) at 630-369-9679, and speak with Esther Cook or email your inquiry and/or resume to [info@youngnapervillesingers.org](mailto:info@youngnapervillesingers.org). Esther would be most happy to share more information about the position.