

SONA (Songwriters of North America) is seeking a highly-organized and motivated Events and Administrative Assistant to join our team and assist in the expansion of our songwriter advocacy efforts. This is a paid part-time position with set hours. Candidate must be highly detail-oriented with office and scheduling experience. A passion for non-profit/trade & advocacy work is preferred. Interest in and familiarity with music industry terms and personnel a plus but not a must. Potential for full time position as company continues to grow.

Virtual until in-person events are deemed safe. Applicants should be located in Los Angeles, CA.

Specific Duties Include:

Assistant

- Assist with scheduling of meetings & arranging travel
- Handle basic incoming inquiries

Events

- Coordination of various events projects; specifically staying on top of any time-sensitive statements or materials
- Manage communication between events and marketing teams
- Schedule events meetings, create agendas, take minutes and record action items

Skills Required:

- Highly-organized, detail-oriented and resourceful
- Communicative self-starter
- Amazing with deadlines and follow-up to keep projects on task
- Previous admin/office experience & working knowledge of Microsoft Office programs such as Word, Excel, Pages etc. (Google alternatives such as Google Sheets etc. works as well)
- Experience with Squarespace a plus
- Access to a laptop and means of transportation
- A passion for advocacy work

Please email resume and cover letter to jobs@wearesona.com