



YPPLV: Now in its 50th season, the Young People's Philharmonic of the Lehigh Valley is a full-service youth orchestra organization of talented young string, woodwind, brass, and percussion players grades 5-12. YPPLV draws from the entire Lehigh Valley region, serving a population of 1.5 million and over 25 school districts across 6 counties and 2 states. The orchestra provides enhanced orchestral experiences, fosters an appreciation of classical music, and increases student proficiency in their chosen instrument. Our rehearsal and concert schedule operates from September through May.

THE OFFICE MANAGER supports the day-to-day operations of YPPLV and provides administrative support to YPPLV. The Office Manager manages the YPPLV office and all administrative activities, and plays a key role in communications, operations, database management, finance / accounting, and organization records.

Responsibilities:

- Manage the YPPLV office
- Provide administrative support to YPPLV staff
- Ensure efficient and effective administrative processes for YPPLV
- Serve as Registrar for all programs
- Track, record and deposit tuition payments; send payment reminders
- Conduct annual fundraising: Compile mailing list and oversee printing & mailing of Annual Fund letter; Record, acknowledge and deposit donations
- Maintain databases
 - Student/Family, Alumni, Donors
- Keep records of all clearances for all staff & volunteers up to date
- Maintain original files of all corporate documents
- Maintain website and social media accounts
- Create and maintain documents in MS Office Suite and other desktop publishing applications
- Collect and manage general Board documentation
 - Meeting agenda & minutes, board member terms and contact information.

- Assist in scheduling students for auditions
- Work with GM to facilitate communications to community (annual fund letter, newsletters, music teacher communications, etc.) by mail or email.
- Reply to inquiries from the public or direct them to appropriate staff/board
- Maintain financial records in Quickbooks
- Manage payment of invoices
- Manage incoming and outgoing mail
- Provide support for Tuesday night rehearsals as needed
- Prepare for 2 concerts per year, including ordering relevant supplies and overseeing ticket sales and other concert day logistics
- Contribute to recruiting activities and retention practices to sustain enrollment

Requirements:

- A high school diploma or equivalent is required; An associate or bachelor's degree in a related field is preferred
- Proactive communicator with excellent verbal and written communication skills
- Exceptional organizational and project management skills
- Ability to work in Bethlehem office approximately once per week; Most work can be done remotely
- Prior experience in administrative / office roles
- High level of proficiency in relevant applications, including:
 - MS Office Suite (Word, Excel, PowerPoint, Outlook)
 - Desktop Publishing Applications
 - Google Drive
 - Etc.
- Commitment to professional development and learning new applications
- Must pass PA State Police background check and child abuse clearance
- Time commitment of 10 hours per week on average. Work hours are generally flexible

Compensation:

- Annual salary of \$8,000 - \$12,000, payable in monthly installments

To Apply, submit the following:

- 1) Cover Letter
- 2) Current Resume or CV

Send to:

- E-Mail: resumes@ypplv.org
- Subject Line: Office Manager Search
- All documents in PDF Format

Schedule:

- Review will begin immediately
- All applications received by March 2, 2026 will receive full consideration
- Initial interviews will be scheduled via Zoom