

## Job Posting



1875 N. Central Avenue, Phoenix

**Reports to:**  
Program Director

**Last Rev Date:** 2-22-18

**Position Title:** Program Coordinator

**Job Family:** Hourly  
Full-Time, Non-Exempt

**About:** Rosie's House: A Music Academy for Children is a nationally recognized free afterschool music program for students from low-income families. Rosie's House believes music education creates hope, fuels the imagination, sparks creativity, and is a powerful force for social justice and vitality in our community. Certified by the National Guild for Community Arts Education, Rosie's House provides instruction to 450 students, ages 5-18, in strings, winds, piano, and ensemble opportunities in mariachi and choir. Rosie's House is a creative youth development program that utilizes music education to achieve youth development goals.

Rosie's House employs six full-time staff and 21 part-time highly trained music educators. Rosie's House is seeking a passionate Program Coordinator who thrives in a collaborative and fast-paced environment. In this role, the Program Coordinator will be encouraged to grow as a professional with multiple opportunities for training and professional development.

### **Essential Duties and Responsibilities**

#### **Program Coordination**

- Coordinate daily operations of the afterschool programs including student check-in procedures, school policies, and resource needs of classrooms, students, and faculty.
- Compile data including enrollment forms, surveys, and student evaluations.
- Maintain accurate and timely student and household records, attendance and enrollment information, communication logs, and task management in Salesforce database.
- Coordinate instrument loan process by following check in/out and recovery procedures.
- Supervise Rosie's House students as needed during school hours and off-campus events.

#### **Parent and Faculty Communication**

- Facilitate communication between parents, faculty, and Program Director, arranging meetings as needed.
- Execute parent communication campaign in collaboration with Program Director.
- Communicate with faculty around calendar events, deadlines, scheduling, and updates.
- Monitor student attendance and uphold attendance policy with timely communication to parents and faculty.
- Assist Program Director in communication with staff and personnel.

#### **Community Engagement**

- Serve as the first impression for the organization in responding to phone/email inquiries from current and interested parents
- Coordinate Parent Committee and Parent Volunteer Program including the scheduling of volunteer activities and maintenance of volunteer records.
- Coordinate with Advancement and Finance Manager to utilize community volunteers in special campus events, concerts, and community activities.

- Assist with student-driven leadership programs (Musicians Active in Community and Musicians Mentoring in Classroom) and college readiness program (College Path).
- Present organizational information and act as an advocate for arts education in a variety of settings, including special events, tabling events, and speaking engagements.
- Contribute to a workplace culture that values collaboration, respect, professionalism, accountability, and mission-focused decision making.

**Essential Qualities and Character Traits:**

**You will succeed in this role at Rosie’s House if:**

- You have exceptional communication skills, able to connect with adults and children of all ages with diverse cultural backgrounds, communication styles, and life experiences.
- You are able to strategically manage competing priorities and complex logistics while maintaining a positive outlook.
- You accept responsibility for the quality of job performance and make changes as needed.
- You have an attitude of inclusiveness, empathy, and enthusiasm.
- You are energized by engaging with other people and thrive in a collaborative environment.
- You desire a work environment that values your input and offers opportunities for training, development, leadership, creativity, and diverse workflow.
- You are service-oriented with a passion for arts education and positive youth development.

**Education, Experience and Other Requirements:**

- Bilingual (English/Spanish) preferred.
- 1-2 Years direct experience in non-profit, educational, or service-oriented work environment.
- Previous experience working with diverse groups of adults and young people of all ages.
- Ability to operate and drive company vehicle and provide access to DMV records to management.
- Salesforce experience preferred.
- Experience with youth-driven programs a plus.

**Pay and Hours:** Applicant must be able to work most evenings and Saturdays during the school year (Sept.-May). Typical work week during school year is 36 hours and will be Tues – Fri 12:00 p.m. – 8:30 p.m. and Saturday 9:00 a.m. – 3:30 p.m. These hours include an unpaid one-hour lunch. Program Coordinator may be asked to staff events that fall outside of their regular schedule. This is an hourly, entry-level position with growth potential. Benefits include full health, dental, vision coverage and generous PTO package. Hourly rate is \$16 per hour. Schedule will require weekends and evenings. Rosie’s House respects, values, and welcomes diversity in our workforce. EOE.

**How to Apply:** Send cover letter and resume to Catherine Reid at [catherine@rosieshouse.org](mailto:catherine@rosieshouse.org). Position open until filled. All questions may be directed to the same email address.

The above statements are intended to describe the general nature and level of work being performed. Other duties as assigned. **Employment is contingent upon:**

Ability to receive/maintain a fingerprint clearance card

