



Position Title: Administrative Coordinator (Bilingual)

This position supports Rosie's House by coordinating the administrative and operational needs for the organization.

Our mission is to eliminate barriers to high-quality music education. Through music, we support youth as they develop their full creative and personal potential.

Department: Operations

Supervises others: No

Reports to: Operations Director

Employment Status: Full-Time Employee

FLSA Status: Non-Exempt

Salary Range: \$35,000 - \$40,000

Benefits: Full-time benefits package

Location: 919 E. Jefferson St., Phoenix, AZ

Remote Eligibility: No

Telework Eligibility: No

Rosie's House believes that a diverse staff is necessary to achieve the vision of our work. We encourage applications from candidates who can contribute to the diversity of our workforce across a range of dimensions. Individuals who identify as Black, Indigenous, Latino/a/x, Asian, Pacific Islander or other People of Color, people who are queer, trans, non-binary, people with disabilities, people who are immigrants, people from poor and working-class backgrounds, and people who are/have been system-impacted are strongly encouraged to apply. As an **Equal Opportunity Employer**, Rosie's House will not discriminate against an employee or applicant on the basis of age, race, color, religion, national origin, physical or mental disability, sexual orientation, or marital status.

Primary Functions and Responsibilities

Administrative Responsibilities

- Serves as the first impression for the organization in responding to phone/email inquiries from community members, general public and program participants
- Oversees front office reception and receives community members, general public and program participants
- Orders and maintains inventory of office supplies, general supplies, and collateral
- Recruits and oversees Office Volunteers as needed
- Maintains donor files and donor database including all daily gift processing, timely acknowledgement letters, and donor reporting
- Creates donor mailing lists and reports

Operations Responsibilities

- Oversees mail process and supports cash deposit and payroll processes
- Supports HR Retention strategies alongside Operations Director including coordinating annual employee appreciation events
- Assists in Kid's Café program through coordination with St. Mary's Food Bank
- Coordinates asset management of musical instrument inventory including accepting and processing musical instrument donations
- Produces, in tandem with staff, organization events including concerts, fundraisers, etc.
- Manages event guest lists and RSVPs

Board Support Responsibilities

- Serves as Board of Director liaison, ensuring meeting agendas, minutes, calendar invites, rosters are shared in a timely fashion, attends meetings as necessary
- Facilitates Board Meeting set-up including technology and logistical needs

Essential Qualities and Competencies

You will succeed at this role if:

- You have an attitude of inclusiveness, empathy, enthusiasm, and high-energy
- You pay close attention to details and are thorough and accurate when completing tasks
- You accept responsibility for the quality of job performance and make changes as needed
- You are service oriented with a passion for music and positive youth development

Experience and Other Requirements

- Bachelor's degree or equivalent required
- 1-3 Years direct experience in administration
- Proficiency with Microsoft Office Products, donor database, and general technical ability
- Bilingual in Spanish required

Schedule

Monday - Friday 8:00 am - 4 pm. Evenings and weekends are required 10-12 times a year.

Benefits

Time Off: Rosie's House offers generous vacation benefits starting with 14 days of paid vacation per year, with increases every three years for up to 21 days paid vacation. Rosie's House also recognizes 9 Holidays that can be flexed according to an employee's personal or religious beliefs.

Health Care, Short/Long-Term Disability and Life Insurance: Rosie's House offers 100% employer paid medical, dental and vision premiums for full-time staff members on our base plan. Rosie's House also carries short- and long-term disability insurance and offers a life insurance policy to full-time employees.

Retirement: Rosie's House offers a 401k plan option with matching funds available.

How to Apply

Please submit your cover letter, resume, and Employment Application to employment@rosieshouse.org using **Administrative Coordinator** and your name in the subject. The Employment Application is available on the [Rosie's House website](#).

Rosie's House is committed to creating a safe environment free from abuse of any kind. Rosie's House has policies that safeguard our students including Sexual Abuse Awareness Training, Screening Process and Criminal Background Check for all faculty and staff members before employment begins.

Conditions: This position description does not promise or imply that the functions listed are the only duties to be performed or that the position may not change. Company reserves the right to revise the responsibilities or to require other or different tasks be performed at any time.

More about Us

At Rosie's House our work culture is supportive, collaborative, transparent and mission focused. Rosie's House employs seven full-time staff, 23 part-time highly trained music educators, and has an annual operating budget of approximately \$1,000,000 (contributed revenue model). Our team believes music education creates hope, fuels the imagination, sparks creativity, and is a powerful force for social justice and vitality in our community.

Providing over 500 students, grades 1-12, with lesson opportunities in piano, strings, winds, percussion, guitar, choir, digital music, and Mariachi, Rosie's House is one of the largest 100% free music programs nationwide. For more information visit www.rosieshouse.org