



**Department:** Programs  
**Supervises others:** No  
**Reports to:** Program and Community Engagement Director  
**Employment Status:** Part-Time Employee  
**FLSA Status:** Non-Exempt  
**Hourly Rate:** \$18, 24 hours weekly  
**Benefits:** Part-time benefits package  
**Location:** 919 E. Jefferson St., Phoenix, AZ  
**Remote Eligibility:** No  
**Telework Eligibility:** No

**Position Title: Program Associate (Bilingual)**

This position supports Rosie's House by coordinating needs for our afterschool positive youth development music program.

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.

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**

**Program Assistance**

- Coordinates facility setup for classes and events
- Records and reports daily meal count for Kid's Café meal program
- Schedules and assigns stations for parent volunteer program
- Helps compile student and household records (physical files and online database)
- Facilitates instrument loans check-in and check-out, recovery, and storage
- Executes assigned tasks for signature events, recitals, special projects and other activities

**Communication**

- Supports program communications with phone calls, texts, and emails
- Creates a welcoming environment through one-on-one intentional conversations with parents, students, faculty, and guests
- Contributes to a workplace culture that values collaboration, respect, professionalism, accountability, and mission-focused decision making.

**Site Integrity**

- Supports facility closing and safety procedures
- Organizes cafe to ensure space is welcoming and aligned with brand quality

**Essential Qualities and Competencies**

You will succeed at this role if:

- You enjoy working with youth and families
- You have an attitude of inclusiveness, empathy, enthusiasm and high-energy
- You accept responsibility for the quality of job performance and make changes as needed
- You are service oriented with a passion for music education and positive youth development

## Experience and Other Requirements

### Required

- High school diploma or equivalent secondary education completion
- Bilingual in Spanish
- Ability to receive/maintain a fingerprint clearance card

### Preferred Experience

- Supervision, education and/or leadership of children grades K-12
- Community organization
- Customer service
- Data entry and reporting
- Microsoft Office suite applications
- Salesforce

## Schedule

Monday - Thursday 3 pm - 8 pm and Saturday 9 am - 1 pm

Start date: Aug. 30

Additional hours may be available for training, special projects and events

## Benefits

**Sick Time:** Part-Time employees accrue sick time

**Retirement:** Rosie's House offers a 401k plan option

## How to Apply

Please submit your cover letter, resume, Employment Application and Safety Application to [employment@rosieshouse.org](mailto:employment@rosieshouse.org) using Program Associate and your name in the subject. The Employment Application and the Safety Application can be found 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](http://www.rosieshouse.org)