

Job Opportunity

Title: Program Manager

Department: Program

Supervises others: No

Reports to: Program and Community Engagement Director

Position Type: Non-Exempt/Full-time status

Hourly Rate: \$24

Hours: 37 hours weekly

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

Remote Eligibility: No

Telework Eligibility: No

POSITION SUMMARY

Rosie's House, one of the nation's largest free music education non-profits, seeks a Program Manager to play a key role in continuing the organization's exciting growth. This managerial position (1 of 3 program management roles) is responsible for overseeing and further developing Rosie's House programs. This role specifically oversees the following enrichment programs within the Free Afterschool Academy program.

- College Path – high school youth work on college applications, financial aid, college scholarships and map their post-secondary education journey.
- Musicians Mentoring in Classrooms – youth in grades 8-12 volunteer to be paired with a Rosie's House teacher to aid and assist in the classroom for beginner level classes.
- Musicians Active in Community – youth perform interactive, uplifting, and informative concerts for community populations that have limited access to arts experiences.
- Homework Help – youth have access to an academic focused computer lab, and a staff person to support and assist them with their schoolwork.

RESPONSIBILITIES INCLUDE

Program Development and Implementation

- Set goals to meet youth development program outcomes
- Develop and facilitate workshops, tutoring, academic support, and other program initiatives in alignment with organizational strategic plans
- Track program outcomes and metrics to assess effectiveness and areas for improvement.
- Prepare reports on program progress and youth participation
- Work closely with staff and teachers to identify the needs of youth and meet them with appropriate programming

Community Engagement

- Coordinate community performances for youth
- Coordinate a Rosie's House table at community events
- Collaborate with other youth serving organizations to enhance program offerings
- Serve as a representative of Rosie's House in the community

Youth Engagement

- Foster a positive and inclusive environment for students through one-on-one intentional engagement
- Produce engaging events to build community among youth and increase their sense-of-belonging at Rosie's House
- Coordinate youth support resources
- Coordinate youth volunteers and youth community service

Other

- Contribute to a workplace culture that values collaboration, respect, professionalism, accountability, and mission focused decision-making
- Coordinate computer lab schedule and protocol for equipment use and care
- Support in managing the school building and safety protocol during program hours

ESSENTIAL QUALITIES

You will succeed at this role if:

- You enjoy working with youth and helping them unlock their potential
- You excel at customer service and communication

- You have an attitude of enthusiasm, inclusivity, and empathy
- You accept responsibility for the quality of your performance and hold your work to high standards
- You are service-oriented with a passion for education and youth development

EXPERIENCE AND QUALIFICATIONS

Required

- Bachelor's degree and 3 years teaching experience, or 7 years equivalent youth development experience
- Ability to receive/maintain a fingerprint clearance card
- Competency using Microsoft Office Suite applications
- Ability to lift and carry 20-30 pounds

Preferred Experience

- Bachelor's degree in music or education
- Bilingual (Spanish)

SCHEDULE

Monday – Thursday 12:00p – 8:00p, and 5 hours flex between Friday afternoon and Saturday morning

- Two Saturdays per month required
- Some additional hours required for special projects, and events
- Modified hours for school year breaks and summer months

Start date: August 5, 2024

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 of 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 provides short- and long-term disability insurance and offers a life insurance policy to full-time employees.

Family Leave: Rosie's House offers 3 months of paid family leave in the event of welcoming a new child into your family.

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

HOW TO APPLY

Please submit your cover letter, resume, Employment Application, and Safety Application to employment@rosieshouse.org using **Program Manager and your name** in the subject. The Employment Application and 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 staff 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.

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 based on age, race, color, religion, national origin, physical or mental disability, sexual orientation, or marital status.

MORE ABOUT US

At Rosie's House our work culture is supportive, collaborative, transparent and mission focused. Rosie's House employs eleven staff and 23 part-time highly trained music educators and has an annual operating budget of approximately \$2,100,000 (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 650 youth, grades PREK-12, with lesson opportunities in piano, strings, winds, percussion, guitar, choir, digital music, and Mariachi, the Rosie's House Free Afterschool Academy is one of the largest 100% free music programs nationwide. 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.

For more information visit www.rosieshouse.org