



CHAPTER COORDINATOR JOB DESCRIPTION

Title:	Chapter Coordinator, Little Haiti Chapter
Reports to:	Director of Operations & Outreach
Classification:	Part-time
Start Date:	Mid-December
To Apply:	Send your cover letter and resume to hiring@miamimusicproject.org . Use the words "Chapter Coordinator Little Haiti" in the subject line.

Organization and Program Overview:

Miami Music Project uses music as a tool for social transformation. We empower children to acquire values and achieve their full potential, positively affecting society, through the study and practice of music. Miami Music Project is a Florida-based non-profit education and arts-organization founded by world-renowned conductor James Judd in 2008. In 2010, Miami Music Project (MMP) developed and implemented its core music education program modeled after the El Sistema philosophy to make classical music training available to all, especially those of low socio-economic status.

Designed as an intensive, tuition-free, after-school music program, MMP provides hundreds of children from at-risk demographics with a fully integrated music curriculum, excellent training from professional musicians and music educators, and opportunities for leadership and social development. The program builds the transferable practical skills needed to improve academic motivation, classroom success and social preparedness, and creates new avenues of cultural awareness in the city's most vulnerable communities. Ultimately, by enriching the lives of individual children and creating a network of stand-alone orchestras in Greater Miami's most underserved communities, the program seeks to create social change within the communities served.

Miami Music Project currently serves a total of 300 students participating across four community chapters located in under-served immigrant communities (Little Haiti, Doral, Little Haiti, and Little Havana) with distinct populations - predominantly African American and Hispanic. MMP students train after-school with lessons taught by a team of professional musicians—Teaching Artists—following the El Sistema philosophy. Additionally, students participate in ensemble-based community performances throughout the school year. The chapters work in harmony to further a shared vision, goals, curriculum, repertoire and experiences.

Position Summary:

The primary function of the Little Haiti Chapter Coordinator is to coordinate the program's students, parents and teaching artists while classes are being held. The Chapter Coordinator and Site Director are the persons in charge at the chapter every day of classes, in the late afternoons and evenings. The Chapter Coordinator will work closely with the Site Director and Miami Music Project office staff assisting with all operational & programmatic needs in order to be fully prepared for the chapter.

Efficiency, attention to detail, flexibility, ability to multitask, smiling disposition and good judgment to ensure smooth operations of MIAMI MUSIC PROJECT are critical in this role.

We are looking for dependable, hardworking, well organized and resourceful person that welcomes feedback as a means to personal and professional growth. The Chapter Coordinator will report to the Director of Operations & Outreach and work closely with all

chapter program constituents. He/she is required to work on all class days and at all concert days – some evenings and weekends included.

Essential Functions:

- Coordinating the logistical components of the program on location during classes, educational activities and performances of the ensembles,
- Collaborating with Site Director to create plans for local recruitment and retention of students,
- Collecting daily student attendance and providing attendance reports on monthly basis,
- Collaborating with Site Director to create strong relationships with families and communicate consistently with parents in regarding each student,
- Working effectively with the teachers, volunteers and location providers for the purpose of maintaining good communication and program efficiency,
- Assisting Site Director in the enforcement of rules and procedures of students and teaching artists,
- Helping maintain accurate information on database of all on site recourses, including musical instruments, education materials, music sheets, supplies and teaching tools,
- Coordinating volunteer roster for daily chapter needs and other volunteer activities for events,
- Creating and updating of files and records,
- Dispersing, collecting and filing all student paperwork,
- Providing support in Miami Music Project main office for larger projects outside of the chapter location,
- Reporting on student behavioral challenges and filing behavior reports,
- Traveling between Little Haiti Chapter and Miami Music Project Office at least two times per week for office hours.

Qualifications and desired skills include:

- Strong commitment to El Sistema philosophy and mission of the Miami Music Project,
- Excellent time management skills, ability to meet deadlines while balancing daily activities and tasks,
- Basic knowledge of musical instruments and music areas/theory/culture (classical),
- Excellent interpersonal, oral and written communication skills in a diverse environment requiring diplomacy and good judgment in managing interactions with individuals,
- Attention to detail,
- Demonstrated positive and collaborative approach to work,
- Demonstrated proficiency with MSWord, Outlook and Excel is required,
- Experience working in the field of education or in a non-profit environment is a plus,
- Bilingual in English and Creole is a plus.