



JOB DESCRIPTION

Title:	Program Assistant
Organization:	Miami Music Project
Level:	Entry-Level Position
Classification:	Full-time
Compensation:	To be discussed
Reports to:	Operations and Outreach Director
Start Date:	August 2016 (or until position is filled)
To Apply:	Send your Resume <u>AND</u> Cover Letter to: hire@miamimusicproject.org Use the words "Program Assistant" in the subject line.

Organization and Program Overview:

Miami Music Project uses music as a tool for social transformation, empowering children to acquire values and achieve their full potential, positively affecting their society, through the study and performance of music.

Miami Music Project (MMP) is a local, non-profit arts and social development organization founded by world-renowned conductor James Judd in 2008, with the support of the John S. and James L. Knight Foundation's one million dollar Knight Arts Challenge Grant. Since its inception, MMP reached over 25,000 public school children and youth through its initial In-School Residency program.

In 2010, MMP developed and implemented its core music education programming inspired by the El Sistema phenomenon - a new model for social change and a visionary global movement that transforms the lives of children through music. Miami Music Project's El Sistema-inspired program has already achieved national prominence as one of the largest programs of its kind in the United States.

Designed as an intensive, tuition-free, after-school music program, MMP provides hundreds of children from at-risk demographics with fully integrated music curriculum, excellent training from professional musicians and music educators and opportunities for leadership and social development. Students participate across four

community chapters located in under-served and immigrant communities (Little Haiti, Doral, Liberty City, and Little Havana) with distinct populations - predominantly African American, Haitian and Hispanic.

The chapters work in harmony to further a shared vision, goals, curriculum, repertoire and experiences. Additionally, students take part in ensemble-based community performances throughout the school year.

The program builds transferable practical skills needed to improve academic motivation, classroom success and social preparedness, and creates new avenues of cultural awareness. Ultimately, by enriching the lives of individual children and creating a network of stand-alone orchestras, the program seeks to create social change within Greater Miami's most vulnerable communities.

Position Summary:

The Program Assistant is responsible for providing programmatic and administrative assistance to Miami Music Project's senior program management – the Operations and Outreach Director (OOD) and the Director of Educational Programming (DEP), as well as overall organizational support.

We are seeking a responsible, self-motivated, detail-oriented, and organized individual with a passion for strengthening children and communities. The Program Assistant will work in a project-oriented fashion to alleviate workload, streamline processes, and help meet short-term and long-term objectives. The right candidate will possess outstanding critical thinking and problem-solving skills, have excellent time-management capabilities, will be resourceful, extremely organized, detail oriented, proactive, and will welcome feedback as means to personal and professional growth.

Essential Functions:

- Provide programming and administrative assistance to the OOD & DEP performing duties as assigned,
- Assist with drafting correspondence, preparing reports and presentations, scheduling meetings, entering data and managing student database,
- Assist with student recruitment and registration processes,
- Perform customer service duties, including answering phone calls and responding to emails on a daily basis; handle inquiries in a timely manner and resolve issues that arise,
- Collaborate with OOD, DEP & Site Directors with maintenance of educational materials, musical instruments, accessories and on-site resources for all program constituents,
- Perform office management duties, as assigned by OOD, including maintaining of office supplies and office equipment repair and/or maintenance,
- Actively collaborate with all MMP staff members to ensure obtaining and dissemination of needed information,
- Maintain an organized system of tracking, monitoring, and prioritizing tasks,
- Assist in the communication of all events to parents and students,
- Assist OOD with processing time sheets, i.e., double checking attendance, substitutions, classes conducted,
- Assist in collecting, processing and tracking all necessary paperwork required for all program constituents,
- May be asked to provide support by travelling to Miami Music Project sites for various reasons.

Qualifications and desired skills include:

- At least two years of experience in administrative assistance desired,
- Excellent interpersonal skills and ability to establish positive relationships with individuals from diverse communities and other organizations required,
- Ability to handle inquiries in a timely manner and ability to resolve issues that arise,
- Basic knowledge of musical instruments and music areas/theory/culture (mainly is the field of classical music) desired,
- Excellent verbal and written communication skills required,
- Strong organizational skills, time-management skills and attention to detail required,
- Demonstrated flexibility, positive and collaborative approach to work,
- Demonstrated high proficiency with MSWord, Outlook and Excel is required, familiarity with FileMaker Pro desired,
- Experience working in the field of education or in a non-profit environment desired,
- Ability to create and implement systems that improve office efficiency,
- **LANGUAGES: English is a must, ability to speak Spanish and/or Haitian Creole a plus,**
- Performances and events may take place during evenings and weekends, and will require Program Assistant's participation,
- Must be able to lift and move up to 50 lbs., and will be expected to assist with moving equipment pertinent to general operations,
- Valid FL license, clean driving DMV record, full insurance.

Upon hiring, a **Criminal Background check, Miami-Dade County Public Schools fingerprinting (level 2 screening), First Aid Certification, and CPR Certification will be required of the candidate prior to working within public school grounds (Reimbursed by MMP).**

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