JOB DESCRIPTION

Title:	Site Coordinator, (different locations in Miami)
Reports to:	Site Manager
Classification:	Part-Time, non-exempt
Compensation:	$15/hr - $18/h (average 25 hours per week) + expense reimbursement
Start Date:	As soon as possible, or until position is filled.
To Apply:	Send your Resume AND Cover Letter to: hiring@miamimusicproject.org Use the words “Site Coordinator’ in the subject line.

Organization and Program Overview:

Miami Music Project is a 501(c)(3) nonprofit organization that uses music as an instrument 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’s vision is to create opportunity and access through music for those most in need, improve the quality of life for children today and ultimately transform their lives, the lives of their families, and their communities. Emerging as a model for music education programs nationally, Miami Music Project offers free-of-charge, after-school programming to all students with no barriers to entry, regardless of race or economic status. As of today, Miami Music Project has reached over 30,000 children and youth across Miami-Dade County, becoming one of the largest socially transformative music initiatives in the U.S. Miami Music Project’s programming is 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. Designed as an intensive, tuition-free, after-school community music program, Miami Music Project provides hundreds of children from Greater Miami’s communities with most untapped potential with a fully integrated music curriculum, high quality musical training, 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. Ultimately, by enriching the lives of individual children and creating a network of stand-alone orchestras, the program seeks to create social change within the communities served.
More at: miamimusicproject.org

Position Summary:

The primary function of the Site Coordinator is to coordinate the program’s students, parents and teaching artists while classes are being held. The Site Coordinator and Site Manager are the persons in charge at the chapter every day of classes, in the late afternoons and evenings. The Site

Coordinator will work closely with the Site Manager 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 Site Coordinator will report to the Site Manager and the Director of Program Operations, 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 Manager to create plans for local recruitment and retention of students,
- Collecting daily student attendance and providing attendance reports on monthly basis,
- Collaborating with Site Manager 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 Manager 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 the site/chapter and Miami Music Project office at least two times per week for office hours.
- Flexibility to take over another position if needed (bus assistant, security assistant, etc.)
- Running the site daily before, during and after programming.

Qualifications and desired skills include:

- Strong commitment to El Sistema philosophy and mission of the Miami Music Project,
- Skilled in providing attentive supervision, promoting a safe and nurturing environment for children, and ensuring the seamless execution of program activities,
- 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) preferred,
- Excellent interpersonal, oral and written communication skills in a diverse environment requiring diplomacy and good judgment in managing interactions with individuals,
- Attention to detail,
- DCF training required within the initial 90 days of employment to ensure compliance with licensing standards,
- CPR and First Aid training required,
- Bilingual in English and Spanish required,
- 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,
- Ability to quickly learn new computer programs and systems,
- Must be able to lift and move up to 50 lbs, and will be expected to assist with moving equipment pertinent to general operations and special events.

Miami Music Project is firmly committed to a policy of equal employment opportunity. We hire qualified applicants without regard to race, color, sex, religion, national origin or ancestry, age, marital or veteran / military status, disability, genetic information, sexual orientation, gender identity or expression, or any other legally protected status.

As permissible under applicable law, applicants will be subject to a pre-employment background check and drug test after receiving a conditional offer of employment. The background check will investigate criminal background and other matters related to suitability for employment, particularly since Miami Music Project works with children. Applicants will also be required to complete a background check with the Department of Children and Families (DCF). For more information: https://info.flclearinghouse.com/
Likewise, employment is contingent on receiving a negative test result for illegal drug use. Separate disclosure and consent forms will be provided prior to any background check or drug test.

TO APPLY:
Send your Resume AND Cover Letter to: hiring@miamimusicproject.org
*Use the words "*Site Coordinator*" in the subject line.*