



Job Title: Project Manager/Associate
Reports to: Executive Director

Organization Overview

[The People's Music School](#) is a 42-year old institution that has brought the transformative benefits of music to over 10,000 lives across Chicago. Our model is completely tuition-free. We serve kids age 5-18 who otherwise would not be able to afford music education. Since music education has benefits that extend far beyond the artistic benefits, we view ourselves as an institution building future leaders. We build cognitive, academic, and social-emotional skills through an intense and rigorous curriculum. Our students learn with us for up to 12 hours per week and their families fulfill a significant volunteer time requirement. In the last 4 years, the school [has grown more than 2X under new leadership](#) composed of alumni from Bain & Company and A Better Chicago, and world-class experience from a newly energized Board of Directors. And we're just getting started...

Job Summary

The Project Manager/Associate will get a unique and comprehensive view into the management of a rapidly growing nonprofit. The Manager/Associate will support all administrative aspects of the organization, from strategy and governance to operations and facilities. S/He will work closely with the Executive Director. To be successful in this role, the candidate must be a curious, eager learner with exceptional analytic capabilities. S/He must thrive on contributing to important pieces of work and be supremely flexible to the needs of a fast-paced entrepreneurial organization. S/He should be organized, enjoy creating efficiencies, have a respect for diversity, and embody the values of TPMS.

Responsibilities

- Strategy and Governance
 - Support decision-making by the Board and leadership team; conduct research and benchmarking, analyze data, and draft recommendations
 - Implement comprehensive measurement and evaluation strategy, including survey design and execution, site-level data collection support, data analysis, synthesis and quality control
 - Draft materials for quarterly Board meetings and Board Committee meetings
 - Engage in special projects, as needed
- Finance and HR
 - Manage timesheets for all faculty, subs, and hourly staff
 - Facilitate onboarding of new employees, including background checks, paperwork, timesheets, and training/orientation
 - Maintain faculty and sub list across all sites with 100% accuracy
 - Oversee implementation of employee benefits; manage communication with brokers; respond to employee inquiries



- o Organize professional development, trainings, and retreats for staff and faculty in collaboration with leadership team
 - o Handle cash needs, including balancing petty cash, counting cash from student fundraisers, and facilitating payment for special cases (e.g. senior scholarships)
- Operations
 - o Maintain systems (e.g. Salesforce, Google Drive, Slack); troubleshoot and monitor compliance across the team
 - o Identify and resolve obstacles and redundancies that exist across the organization
 - o Maintain Uptown Academy facility in collaboration with Associate Director of Community
 - o Represent TPMS at community meetings (e.g. CAPS, Block Club) in Uptown and other neighborhoods, as relevant
- Manage occasional interns and volunteers
- Demonstrate a commitment to TPMS core [values](#): opportunity, excellence, hard work, creativity and community
- Other duties and responsibilities may be required and/or assigned as necessary.

Qualifications

- 1-5 years of experience in the nonprofit and/or private sector
- Excellent verbal and written communication skills; a strong listener and collaborator
- Exemplary time management and organization skills
- Excellent analytic abilities with experience analyzing complex data sets in Excel
- Computer skills required include Microsoft Office (Word, Excel, PowerPoint) and Google (Drive, Sheets, Slides); knowledge of Salesforce preferred
- Experience working in a fast-paced, diverse environment with dynamic priorities and needs
- Precise attention to detail
- Minimum level of education required is a Bachelor's degree from an accredited institution
- Belief in our transformative mission is a must – musical background optional
- Demonstrated commitment to TPMS core [values](#)

Compensation & Benefits

- Salary commensurate with experience
- Full-time employees at TPMS receive generous paid time off and a complete benefits package

How to Apply

Please send your resume and cover letter to Alli Henry at jointhemission@peoplesmusicsschool.org. We look forward to hearing from you!