



Job Title: SLAM (Service, Leadership And Mentorship) Program Coordinator
Location: Uptown Academy (931 W. Eastwood Ave.)
Start date: September 2019
Reports to: SLAM Program Manager

Organization Overview

[The People's Music School](#) is a 43-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

Program Coordinators are the oil that keeps the engine of our programs running smoothly. They welcome students and families into the program each day, engage parents in volunteer activities, and provide administrative support to the Program Manager and staff. They communicate regularly with students and families, maintain order in the community spaces, and actively embody the TPMS culture.

Responsibilities

- Support Saturday program operations by directing students to classes and troubleshooting any issues that arise during program hours
- Oversee daily attendance and school messenger communication to families
- Assist with maintaining student database and instrument inventory
- Facilitate parent service hours, scheduling, and hours
- Order supplies and equipment, as needed
- Support special events on- and off-site (e.g. concerts, parent meetings, field trips)
- Manage and/or assist with other projects, as assigned by program manager

Qualifications

- Computer skills required include Microsoft Office (Word, Excel, PowerPoint) and Google (Drive)
- Ability to work on Saturdays
- Must be fluent in Spanish
- Exemplary organization skills; ability to manage multiple projects simultaneously and complete at a high level
- Self-motivated and unflappable; ability to work effectively in a busy school environment
- Able to voice suggestions and/or issues to program manager as soon as they arise
- Proven ability to collaborate and work with people from diverse cultural and economic backgrounds
- Excellent oral and written communication skills
- Belief in our transformative mission is a must
- Demonstrate a commitment to TPMS core values.

Compensation

Hourly rate commensurate with experience.

The People's Music School does not discriminate on the basis of race, creed, color, religious belief, gender, sexual orientation, age, national origin, ancestry, veteran status, physical or mental disability or any other protected status in admission or access to, or employment in its programs and activities.