



Program Administrative Coordinator (Part Time)

Overview

Our Mission: ZUMIX empowers young people to build successful futures for themselves, transforming lives and community through music, technology, and creative employment.

Since 1991, ZUMIX has offered award winning music & creative media programs for youth in the Greater Boston area ages 7-18. We have grown from a literal kitchen table project, to serving 1,000 young people annually through out-of-school programming, as well as in-school arts expansion initiatives. ZUMIX is dedicated to empowering young people through music, and to fostering personal and professional development, artistic growth, and civic engagement, as well as the 21st century skills needed to achieve success in college and career. Our staff members are creative and passionate individuals who hold each other accountable to our mission, vision, core values, and to high standards of excellence. For more information on our work, please visit www.zumix.org.

As ZUMIX celebrates our 31st anniversary, we look back with pride on three decades of great work and look forward with optimism at all that lies ahead. We are investing in our staff; we are deepening relationships with youth and their development; we are increasing our commitment to serving our broader community, which was hard-hit during the pandemic; we are embarking on expanding music partnerships with the Boston Public Schools and neighboring districts; and we are evolving our curriculum to align with the changing needs of our constituents.

Program Administrative Coordinator (Part Time)

Reports to: Director of Programs

ZUMIX seeks a committed, organized, and personable individual to join our team in support of program administration and participant communication. This role will ensure smooth coordination with ZUMIX families and accurate record-keeping to track progress on programmatic goals.

Responsibilities

- Maintain an upbeat presence at the front desk and over the phone to welcome all visitors to ZUMIX, building relationships with youth and their families.
- Accompany families through participant application process, and connect constituents with the appropriate staff members to learn more about their areas of interest.
- Support the Program Leadership Team with correspondence to families, including intake, placement and graduation communications; creating semester class lists, managing contact information, creating participant program certificates, and preparing data for input into database.
- Assist with writing emails to families and participants in English and Spanish.
- Reconcile and update student data records; generating reports as requested.
- Serve as an ambassador of ZUMIX, developing a deep knowledge of the history, practices and impact of the organization.

Qualifications

- 1-3 years of relevant work or educational experience in a customer service or public-facing role, ideally in a nonprofit/mission-driven organization.
- Spanish and English verbal and written proficiency required; skilled at communicating with constituents of all ages and backgrounds.
- Self-starter, bring a positive attitude and willingness to contribute to a dynamic team.
- Proficient in Microsoft Word, Excel, Google Suite for all work products; comfort learning new software such as Airtable, Asana, or Canva.
- Strong love of music with a commitment to creative youth development, connection to the East Boston community, and demonstrated enthusiasm for the mission and values of ZUMIX.

Compensation and Benefits

This is a part time position, scheduled at 18-20 hours per week, typically weekdays 2-8 pm with paid time for holidays and organizational closures, including an annual closure from December 25th until January 2nd. Other benefits include access to professional development funds, 100% of Paid Family and Medical Leave (PFML) tax paid by ZUMIX, and 1% payroll IRA retirement match. Hourly rate is commensurate with experience and budgeted for \$19-22 per hour.

ZUMIX does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all members of our staff, along with our participants, their families, our volunteers, subcontractors, and vendors.

To Apply

Please email resume, cover letter, and list of three professional references to Corey DePina, Director of Programs, at apply@zumix.org. Please write "Program Admin Coordinator: [your name]" in the subject line.

Applications will be reviewed on a rolling basis. Our goal is for an early June 2022 start date.