



Pathways Manager (Full Time)

“This program is like the euphoric feeling I get when I listen to Mitski. It has taught me that I’m important, my voice is important, and that I shouldn’t be afraid to share it with the world.”

– Katherine, film and radio producer

About Us:

At ZUMIX, we believe in the power of young people. We believe that young people are capable and self-determinant. Young people drive our work, voice their perspectives, and hold power. We are a youth-run radio station, a recording studio and a performance space. We are a place where youth are leaders, artists, and musicians. Our students have performed for community events and alongside Sting and Pink Floyd’s Roger Waters. We empower young people to build successful futures for themselves - transforming lives and community through music, technology, and creative employment.

From our LEED-certified headquarters in East Boston and throughout the city, ZUMIX offers over 40 programs annually for young people ages 7-18, including private and group music lessons. Each year, over 1000 young people participate in programs through in school partnerships, out of school and summer programs.

Our work has an impact locally, nationally, and even internationally. We are proud to partner with orgs like Eastie Farm, Boston Children’s Chorus, Celebrity Series, and numerous East Boston Public Schools; across the region with the Revere Public Schools and Berklee College of Music; to receive national recognition from First Lady Michelle Obama, as a recipient of the [National Arts and Humanities Youth Program Award](#); and to partner internationally with the Panama Jazz Festival, Superar Hungary, and The Fogo Project in Cape Verde.

Since our founding, we have successfully positioned ZUMIX for consistent growth and financial sustainability. Fundraising and contributed revenue accounts for over 80% of our annual revenue. Our 27-member team includes creative and passionate artists and teachers who hold each other accountable to our mission, vision, core values, and high standards of excellence.

ZUMIX is proud to be located in East Boston, a diverse neighborhood home to newly arrived immigrants from Central and South America as well as Southeast Asia. Over 50% of East Boston’s population is of Hispanic origin and half of the households are Spanish speaking.

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.

For more information on our work, please visit www.zumix.org.

The Position: Pathways Manager

The Pathways department at ZUMIX is designed to provide comprehensive academic, career, leadership and wrap-around support services to young members of our community. The **Pathways Manager** plays a key role in helping ZUMIX participants transition successfully from middle school to high school, guiding youth through the college and career preparation process. He/she/they will work closely with all staff and partners to ensure that ZUMIX youth are prepared for successful careers and leadership roles – building skills, networks and the confidence needed to thrive in the future. The Pathways Manager is a crucial member of the Program Leadership Team, supporting various cross-programmatic efforts to nurture young people's development.

Reports to: Director of Programs

Primary Responsibilities

Leadership Development:

- Represent the Pathways Program as a member of the Program Leadership Team (PLT).
- Contribute ideas within the PLT to ensure overall program excellence and support youth leadership, including:
 - Support program outreach efforts, including visits to local partners and schools
 - Support program evaluation efforts with an eye to continual improvement
 - Attend weekly PLT meetings
 - Co-lead Program Orientation each semester
- Facilitate the ZUMIX Teen Council, youth leaders who plan events for youth by youth and advise the organization on program direction.
- Serve as a visionary leader of the Pathways department, supervising the Pathways Coordinator and supporting approximately 20 youth ages 12-18.

Youth Jobs + Career Pathways:

- Facilitate meetings with ZUMIX's Leaders in Training, youth staff who co-facilitate programs alongside staff.
- Lead ZUMIX's hiring process for youth staff.
- Support ZUMIX students through educational and career exploration, coordinating workshops and speaker series to educate youth about different career paths.

- In partnership with the Pathways Coordinator, support curriculum development aimed at post-secondary education and career planning, resume building, interview prep and networking.

Academic Support:

- Establish and strengthen relationships with local universities, educational institutions, and internship/training programs to create opportunities for youth.
- Support the Pathways Coordinator in providing resources to youth for the high school and college application process, including research, essay writing and financial aid guidance.
- Oversee academic support provided by the Pathways Coordinator, including: identifying youth who would like help with homework, recruiting and matching volunteer tutors and liaising with schools, teachers, guidance counselors and parents.
- Work to identify and support youth in applying for and securing scholarships for college, and/or other artistic, vocational, or academic programs.

Family Support:

- Make an effort to build meaningful relationships with our students and their family members.
- Collaborate with the PLT to identify wraparound support needs of youth and their families, including access to healthy food, housing and mental health resources.
- Work with appropriate community-based organizations and agencies to continue ZUMIX's Mutual Support efforts, enabling families to access resources to help meet their needs.

Qualifications

There are innumerable ways to learn, grow, and excel professionally. We respect this when we review applications and take a broad look at the experience of each applicant. We want to get to know you and the unique strengths you will bring to the work. This said, we are most likely to be interested in your candidacy if you can demonstrate the majority of the qualifications and experiences listed below.

- 2+ years' experience working with young people, ideally in a non-profit or community-based setting
- 2+ years' experience in a supervisory/management role
- Excellent relationship building and interpersonal skills
- Strong organizational and communication skills, with diverse constituencies

- Ability to work independently and as part of a team, sometimes in fast-paced and evolving environments
- Ability to see the big picture without losing sight of the details
- Maturity, discretion and attuned problem-solving skills
- Proficiency in Microsoft Word and Excel
- Verbal and written proficiency in Spanish and/or Portuguese
- Love of music, ease of character and a good sense of humor
- Commitment to ZUMIX's mission, vision and values

Work Location + Hours

ZUMIX is based in a beautifully renovated gold LEED certified firehouse in East Boston, which serves as a vibrant performance, teaching and office space. Hours of operation are Monday through Friday 10am-8pm. Our full-time staff generally work onsite 4 days/week and one day remote. Administrative staff typically work 10:00am-6:00pm, program staff between 12pm-8pm. The Pathways Manager is a program staff position. There will be times outside of standard work hours where participation and leadership is expected, e.g. some events are held during evening hours or on weekends. Our work space is vibrant; buzzing with energy, music, youth program participants and Gigi, the friendly office dog.

The firehouse is conveniently accessible via the MBTA Blue Line and bus lines. Employees are encouraged to take public transportation, or bike to work. 2-hour street parking is also available.

How to Apply

Interested candidates are encouraged to promptly email their cover letter and resume to Corey DePina, Program Director, at apply@zumix.org. Please write "[YOUR NAME] – Pathways Manager" in the subject line. All applicants that will move forward in the process will receive a response to their application within two weeks of submission.

We plan to have phone interviews in January and February with select candidates. A few finalists will have an onsite interview day with representatives of ZUMIX's staff and the Teen Council, followed by a holistic reference check process. The expected start date is February 2025.

Compensation, Benefits and Culture

This is a full-time position with generous paid time off including an annual closure from December 25th until January 2nd, annual professional development funds, retirement planning and contribution of 1% of salary match. ZUMIX pays premiums for short-term, long-term, and

life insurance, with access to many other benefits on the Justworks platform. Annual salary is commensurate with lived and professional experience, budgeted for \$56,000-\$60,000.

When working at ZUMIX, you can expect:

- *An inclusive workplace* that reflects the community we serve and where everyone's voice is heard and valued. All perspectives are welcomed and appreciated.
- *A great place* to learn and grow. We provide our staff with professional development funds and internal professional development opportunities.
- *A healthy work-life balance.* We offer our staff generous paid time off and flexible schedules, and we close our office from December 24 through New Year's Day each year to allow everyone time to recharge.
- *Creative encouragement.* We are always willing to explore new processes, ways of thinking, and different approaches to problem-solving. Collaboration is encouraged and celebrated. We also provide low-cost studio time and free rehearsal space.
- *An empathetic workplace* where opinions and feelings are valued and acknowledged through open communication and support in difficult situations.

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