



JOB ROLE AND SUMMARY

Job Title: Program Coordinator

Reports to: Executive Director

Direct Reports: Teaching staff

Compensation: \$21.00-\$24.00 per hour DOE

Classification: Full Time, 30 hrs/week, Hybrid- 3-4 Days onsite

MISSION

Hopewell's mission is to improve access to music education in North Minneapolis through affordable, inclusive, and engaging music programs

WHAT WE OFFER

Hopewell values our relationships with teachers, administrators, students and families. We envision a thriving music community in North Minneapolis, where everyone has equal opportunity to nurture and share their talents regardless of race, income, ability, or musical background.

DUTIES & RESPONSIBILITIES

- Support teachers in day-to-day operations and professional development
- Oversee the enrollment and scheduling of students
- Assist in Coordinating recitals, concerts and major events
- Assist in lesson program development
- Monitor and implement evaluation tools for all Hopewell programming
- Maintain open communication with parents and students
- Other tasks assigned by the Executive Director

SKILLS & QUALIFICATIONS

- Associate's Degree or the equivalent of 2 years of experience/education
- Knowledge of non-profit programming; interest in music or the arts is a plus
- Familiar with private lessons and group class programming.
- High level of comfort with technology including G Suite, Asana and Zapier
- Solid understanding of data analytics
- Project management experience
- Comfortable with problem-solving and conflict resolution
- Event planning/Stage management experience
- Must have evening and weekend availability
- Assist in Program development and implementation

BENEFITS

- Paid Time Off
- EAP Benefits
- Free Practice Space
- Free Instrument Library

To apply:

If you are interested in this exciting opportunity with Hopewell Music Cooperative North
Please send your resume and cover letter to the Executive Director- Alfred Sanders at Alfred@hopewellmusic.com
or fill out our application at: www.hopewellmusic.com/employmentandinternships

North Minneapolis residents and BIPOC musicians are encouraged to apply.

The priority deadline is October 11, 2024. Applications will be accepted until the position is filled.