

The Arts & Learning Conservatory is seeking a **District Program Coordinator** to undertake a variety of administrative and program management tasks. You will help continue to plan and organize the after school school music programs, which have been established since 2013.

To be an excellent program coordinator, you must be organized and detail-oriented and comfortable working with diverse teams. The goal will be to facilitate the effective management of programs according to the organization's standards. This position reports directly to the Operations Coordinator.

**General Responsibilities:**

**1) Liaise between all after school school music instructors and the Operations Coordinator**

- Schedule and attend monthly staff meetings with teachers
- Observe teachers in classrooms at least two times per year to report on:  
Staff morale/performance/Ensure implementation of policies and practices
- Prepare paperwork/flyers
- Assist instructors set concert dates for upcoming school year

**2) Support planning and coordination of programs and their activities**

- Ensure teachers are well prepared and informed. Provide classroom supplies, event and informational flyers and apprise teachers of upcoming calendar events
- Communicate with parents regarding events
- Keep updated records and create reports or proposals
- Support growth and program development

**3) Communicate with school districts**

- Attend District PTA meetings annually
- Communicate with office staff at all school locations
- Help build positive relations within the team and external parties

**Professional Qualifications:**

- Experience/background in music (band and string knowledge preferential)
- Proven experience as program coordinator
- Knowledge of program management and development procedures
- Tech savvy, proficient in MS Office
- Ability to work with diversity and multi-disciplinary teams
- Excellent time-management and organizational skills
- Outstanding verbal and written communication skills
- Detail-oriented and efficient

Salary: \$15 or commensurate with experience. Position is part-time 10-15 hours maximum per week.

Apply to: [cheryl@artsandlearning.org](mailto:cheryl@artsandlearning.org)