



PROGRAMS ADMINISTRATIVE MANAGER and SCHOOL OUTREACH ASSOCIATE
Full-time - hybrid

Position Expectations

I. PROGRAMS ADMINISTRATIVE MANAGER

IN-PERSON

- Assist in planning and attending all rehearsals and off-site performances with Program Directors.
- Develop rapport with singers and their families, determining who might need outside assistance
- Track attendance and manage Teen Mentors

VIRTUAL PORTION

- Provide administrative support for Tuesday, Wednesday, and Saturday programs and outreach activities.
- Confer with parents/caregivers and other staff members regarding student progress.
- Encourage word-of-mouth recruitment by members and families.
- Maintain annual rehearsal and performance calendars and write Weekly eNewsletter

II. RECRUITMENT - Hybrid - For new members in all programs and performance opportunities.

- Build rapport with the parent community through communications and special events by arranging and implementing parent coffees, book swaps, etc.
- Recruit new members for all programs in Boston and Cambridge via online messaging, and outreach to schools, community centers, and other groups. Arrange meetings with music teachers to encourage recruitment through in-school placement sessions in anticipation of adding 30-40 new members annually.

III. FACILITATE PARENT COUNCIL MEETINGS AND EVENTS

IV. OTHER RESPONSIBILITIES AS NEEDED.

Applicant Key Competencies

- Bachelor's Degree
- Two years of nonprofit or business experience or youth work
- Available for a Tuesday-Saturday schedule and occasional evenings and weekends.
- Excellent writing and organizational skills, goal-oriented, and well-organized.
- Proficient in Word and Excel
- Sense of humor and ability to work in a dynamic and fast-paced environment.
- Is reliable and punctual and able to work independently and multitask.
- Access to a car is a plus.

Schedule / Hours (Note: Boston City Singers does not maintain administrative offices)

The typical weekly schedule during the school year is Tuesday to Saturday with Sundays and Mondays as "off" days.

A. On-Site During School Year

- Dorchester - Tuesdays, 6:00 - 8:30 and Wednesdays 4:30 - 6:30 pm
- Jamaica Plain - Saturdays - 8:30 - 10:30 am
- North Cambridge - Saturdays from 1:00 - 5:30
- Chorus Performances - 8 - 10 performances occur throughout the year, typically evenings. Dates TBD

B. Virtual

School year: 30 hours - flexible.
Summer: Regular business hours

Compensation

\$45,000 - \$65,000 commensurate with experience plus benefits (including full health care insurance)

Work Authorization

Current authorization to work in the United States is required. Candidates must be authorized by their first day of employment.

To Apply

Email your cover letter and resume to melissagraham@bostoncitysingers.org with the subject "Program Manager." Interviews will be held on a rolling basis. No phone calls, please.

ABOUT

Boston City Singers provides the highest level of musical training and extensive performance opportunities to children and young people designed to inspire personal development, emphasize teamwork, celebrate diversity, and foster goodwill worldwide. Since 1995, we have been serving singers ages 4 - high school in the urban neighborhoods of Dorchester, Jamaica Plain, and North Cambridge. With a focus on inclusion, access, and social justice, we are known for our family atmosphere, where diversity of all kinds is acknowledged and welcomed.

Boston City Singers is an equal opportunity employer and encourages candidates of all backgrounds to apply for this position. Boston City Singers does not discriminate in its programs, facilities, or employment or educational opportunities on the basis of race, color, age, disability, homelessness, sex/gender, gender identity, religion, national origin, ancestry, sexual orientation, genetics, or military status, and does not tolerate any form of retaliation, or bias-based intimidation, threat, or harassment that demeans individuals' dignity or interferes with their ability to learn or work or any other characteristic protected by federal, state, or local law.