



# Music Forward Foundation

## Education Coordinator -- Job Description

### About Us

**Music Forward transforms young lives, inspires careers, and champions a more inclusive music industry.** Music Forward bridges our communities to the music industry, empowers ambition, and creates momentum to redefine what is possible for the youth and industry we serve. **Music Forward invites everyone to play a part in moving culture forward; join the movement by following [@MusicForward](#), and learn more at [www.musicforwardfoundation.org](http://www.musicforwardfoundation.org).**

### The Job

The Education Coordinator is a critical team member of Music Forward's Education department and helps drive smooth implementation and administration to promote, execute, and evaluate Music Forward's programs that develop 21<sup>st</sup> Century Skills of young people while providing access and opportunity in the music industry. The Coordinator manages logistics, tracking of programs, and supports communications with participants and volunteers. The Coordinator maintains contact information and records program related data and survey tracking, using established evaluation methods and tools.

The Education Coordinator reports to the Educational Partnerships Manager and is based in Los Angeles, California.

### The details:

- **Track and support participant communications** for everyday and unique program activations, especially around registration, scheduling, logistics, and follow-up. This includes but is not limited to building forms, tracking registrations, sending communications, and supporting survey collection.
- **Support promotion of programs** by helping with the execution of program promotional strategies, maintaining contact information and communication history with partner organizations and contacts, developing outreach contact lists and drafting communication content. Coordinates with the marketing team to create promotional materials to educational partners.
- **Support volunteer recruitment and placement** in coordination with education and industry team members, maintain a tracking document of volunteer needs, asks, and confirmations. Conduct and manage intern support to research and ID volunteers and make recommendations on placements. Track and follow up with volunteers to receive profile information and consent agreements. Update volunteer profiles and hours in Salesforce.
- **Support scheduling and coordination of participant and alumni performances** serving as the point-person for staff, performers, production, talent, and accounting departments; duties include coordinating needed assets, performance times and communicating related billing and payment processes.
- **Provide program production support** for in-person and virtual events. Duties include, but are not limited to: booking rooms, ordering catering, shipping materials, confirming AV and production needs, providing parking and directions, welcoming participants, volunteers, and partners, presenting safety rules and procedures, and providing virtual production support (i.e.-distributing links, approving participants, monitoring chat, bringing on speakers, managing breakout rooms). Support program facilitation for youth as needed for group management, engagement, and learning activities. Groups will range in sizes typically from 10-50 students.
- **Provide operational support for the collection and compilation of program data** for analysis and reports
- Participate in required staff calls and meetings and additional duties as assigned.

**What you bring:**

- Strong organizational skills and the ability to manage multiple tasks while maintaining attention to detail
- High level of accountability and the ability to meet prescribed deadlines
- Strong interpersonal, written and verbal communication and collaboration skills
- Has a growth mindset, open to training, feedback, as well as a self-driven learner
- High level of comfort working across a diverse staff and constituent base, and conscientious of reaching out with an inclusive voice
- Sound judgment and a commitment to high professional ethical standards
- Proven capacity to work individually and cooperatively as part of a team
- Proficiency in Microsoft Office Suite
- Familiarity with a CRM database, Salesforce preferred
- A personal cell phone and car or regular access to reliable transportation, and a willingness to travel in the community for site visits and events. Mileage is reimbursed per federal rates for work related travel (not regular commuting). A valid driver's license and proof of car insurance required for business driving.
- Flexibility to work and travel for some early morning, evenings and/or weekends for programs and special events as needed

This is a full-time, non-exempt position. Excellent full-time employment benefits include 100% employer paid medical, dental, vision, life and disability insurance plans, paid parking, tickets to live entertainment events, and access to discount perks and pre-tax spending accounts (health, dependent care, transportation).

*Music Forward is an Equal Opportunity Employer. We do not discriminate in recruitment, hiring, training, promotion or any of employment practices for reasons of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

**To apply:**

Email your resume, cover letter, and three professional references to [jobs@musicforwardfoundation.org](mailto:jobs@musicforwardfoundation.org). Subject "Education Coordinator – YOUR NAME"