



Music Forward Foundation

Associate Manager, Workforce -- 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.**

The Job

The Workforce Associate Manager drives implementation and administration to promote, execute, and evaluate Music Forward's programs that develop 21st Century Skills and readiness for young people ages 16-24, and access and placement opportunities in the music and live entertainment industry. The Associate Manager drives program timelines and logistics for facilitators, trainers, and experts, and communication processes for participants and partners. The Associate Manager also oversees program related contact databases and collateral.

The Associate Manager reports to the Workforce Manager and is based in Los Angeles, California.

The details:

- **Participate in the planning, delivery, and outcomes of programs** by providing input into program planning strategies, ensuring clear communication between stakeholders, tracking timelines and deliverables, and supporting industry guests and speaker engagement needs. Coordinate with project managers to ensure the overall successful delivery of programming in live and virtual settings. Maintain stakeholder profiles in Salesforce and application processing and reporting systems.
- **Lead participant communications** for ongoing and one-off program activations, especially around registration, scheduling, logistics, and follow-up. This includes building forms, tracking registrations and applications, sending communications to partners in education and industry, and supporting resume and survey collection.
- **Support intern and apprenticeship placement** in coordination with education team members including through application promotion, submission and review, interview preparation, and placement. Maintain tracking documents of internship needs, asks, and confirmations. Connect with schools and individuals to support the processes related to placements across the industry.
- **Assist interns and remote Project Managers** by participating in scheduling and delivery of intern trainings, overseeing progress on project assignments and deliverables. Utilizing approved project plans, ensure remote and local initiatives are running on time and alert senior staff of potential roadblocks prior to deadlines.
- **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, monitoring chat, bringing on speakers, managing breakout rooms). Support program facilitation for youth as needed for group management, engagement, and learning activities. Group size will range between 10-50 students.
- **Provide leadership 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:

- 2-4 years of project or program management experience with a proven capacity to work individually and cooperatively as part of a team
- Strong organizational skills and the ability to manage multiple tasks while maintaining attention to detail under prescribed deadlines
- Strong interpersonal, written and verbal communication 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
- 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 on occasion

This is a full-time, non-exempt position with a salary of \$55k-\$60k, depending on experience. Excellent benefits include 100% paid medical, dental, vision, life and disability insurances. Generous paid holidays (12) and paid sick leave (10 days), access to discounts and tickets to live entertainment events. 401k match. Individual professional development budget.

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.