

ComMUSICation Site Coordinator

Job Description



ComMUSICation (CMC) is seeking a site coordinator to support our after school programs, Performance Choir and High School Choir, at our St. Paul Fellowship Church location (868 Sherburne Ave, St. Paul). This part-time position is responsible for supporting program logistics (transportation, meals, and family communications) for onsite programs. Based on the skills and interests of the staff person, they may occasionally lead program activities, such as icebreakers, team building, and reflection activities.

Responsibilities

- Coordinate logistics with transportation partner
- Welcome youth at arrival and communicate with families regarding attendance
- Manage family communications about regular program days and performances
- Coordinate weekly dinner for High School program
- Communicate regularly with Music & Program Director regarding program information for communicating with families
- Support community outreach and family engagement activities
- Support program data entry
- Assist Music & Program Director in supporting interns

Preferred Skills

- Strong communication and organization skills
- Ability to communicate with youth and families
- Ability to meet deadlines and manage priorities, detail-oriented
- Ability to adapt and be flexible
- Ability to work collaboratively with program staff
- Ability to work after school hours and some weekend performances
- Resourceful and self-directed
- Passion for ComMUSICation's work and mission
- Spanish, Hmong, or Karen language skills (written and/or spoken)

Requirements

- Reliable transportation
- A completed background check

Schedule and compensation

- Anticipated 12-15 hours per week
- Monday, Tuesday, Wednesday 2:30 to 5pm
- Thursday 2:30 to 8:00pm
- Occasional work on Friday and weekends when there are scheduled events
- \$23 per hour

How to apply

Email a letter of interest and resume to Executive Director Georgina Chinchilla Gonzalez at director@cmcmn.org. Applications will be accepted on a rolling basis.

Organization Overview

ComMUSICation's mission is to amplify young voices and cultivate skills for success through equitable access to music, collaboration, and opportunity. Founded in 2013, ComMUSICation teaches skills for success through music-making to youth from Saint Paul's Frogtown, East Side and North End neighborhoods. Our high-quality and intensive music programs are built on the belief that every young person, regardless of background, deserves the opportunity to be in a safe and caring environment where they are free to express themselves, can define their future, and change the world.