



Job Title: Community Program Assistant
Reports to: Community Program Coordinator
Status: Part-time (16-20 hrs/week), non-exempt
Pay Range: \$18/hr
Location: Chula Vista and/or City Heights (TBD)
Starts: As soon as possible

About this Position

The Community Program Assistant at San Diego Youth Symphony and Conservatory (SDYS) provides on-site relationship and logistical support at multiple after-school Opus sites. They have excellent administrative and people skills, are flexible and intuitive, and are able to serve as a primary contact for each of their sites. They will be able to collaborate with colleagues and partners and be cross-culturally responsive. They will be committed to our core values of commitment, creativity, equity, collaboration, and service. For more information about SDYS' Community Opus Project, please visit sdys.org/program/community-opus-project/.

Responsibilities

On-Site Program Staff

- Build strong, authentic relationships and engage in dialogue with Opus families, musicians, teachers, school staff and partners.
- Supervise students at rehearsals, concerts, and events.
- Support classroom and ensemble needs, including but not limited to resolving unanticipated situations and behavior concerns.
- Engage with families to encourage student and family attendance at appropriate concerts and arts events both within SDYS and the community as a whole.
- Act as a conduit for dialogue and collaboration between music teachers and teaching artists.
- Facilitate collaboration, discussion, and goal setting during weekly site team meetings; identify and delegate action items.

Administration and Communication

- Support site team with daily school site rehearsal logistics.
- Ensure necessary materials and resources—such as copies, flyers, etc.—are available at site.
- Plan and execute concerts and community events in collaboration with the Community Program Coordinator and/or site music teacher.
- Attend Community Program department and office staff meetings.
- Track and maintain student-related information, including attendance and enrollment for site(s).
- Communicate with the Community Program Coordinator for site-specific information and communication.

Other duties as assigned by the Community Program Coordinator.

Qualifications

- Bilingual required (Spanish or Vietnamese preferred)
- Relationship-oriented and cross-culturally responsive, remedying DEI issues in their work, and taking cultural and racial aspects of working with families into consideration
- Ability to be a team player and enhance a diverse team that is passionate about music education
- Organized with attention to detail and ability to plan
- Adaptability and problem solving skills for situations that change or do not go as planned
- Self-starter who takes initiative
- Commitment to centering equity, diversity, and inclusion
- Lifelong learner and growth mindset
- Demonstrates excellent communication with a working familiarity with Google applications (i.e. Gmail, Google Calendar, Google Docs, Google Sheets, Google Drive) and video chat software (e.g. Zoom).
- Comfort and willingness to work with and through technology, including basic video and audio editing
- Classroom management experience preferred
- Knowledge of and experience with instrumental music preferred
- Opus or SDYS Alumni preferred
- High school diploma or GED required; some college preferred

Hours of Employment (approx. 16-20 hours/week):

This is a part-time position in the afternoons with some work responsibilities on weekends and/or evenings depending on the season calendar. Summer hours may vary.

Additional

This position requires sitting, walking, standing, climbing stairs, hearing, speaking, using technology, being able to lift up to 25 lb., and driving to locations pertaining to organizational operations. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

About the San Diego Youth Symphony

SDYS' mission is to instill excellence in musical achievement and personal growth through rigorous and inspiring music education experiences. We do this through both our traditional youth symphony programming (Conservatory Programs), our neighborhood-centered programming (Community Programs) and early childhood music education (ChIMES) classes. For more information, please visit www.sdys.org.

Does this sound like you? If so, please email your resume and a thoughtful cover letter to hr@sdys.org.