



Education Program Assistant

As Education Program Assistant, your job will be to perform a wide variety of support tasks within the organization while supporting the directors of the FAME Jazz Band Program & Summer Music Program. This position reports to the Executive Director.

Employment Type: Part-time

Responsibilities include but not limited to:

- Schedule academic and music classes and workshops; coordinating schedules among students and instructors.
- Schedule academic and music diagnostics for students, education and music instructors; coordinate schedules for periodic assessments and final evaluations.
- Enter assessment and evaluation data into tracking systems for analysis.
- Collect and maintain academic records and track students' school-based and FAME progress.
- Create reports on students' music and academic progress.
- Schedule parental meetings to discuss student progress.
- Develops plans and coordinates activities for Summer Music Program.
- Prepares materials for academic year and summer music and educational programming.
- Coordinate and monitor students' progress toward academic and career success.

A background check is required for this position.

Required Skills/Qualifications: You should be competent in each of the following categories:

- Experience using Microsoft Word, Excel and/or other database programs, especially record keeping software, calendar organizational software, or data entry experience.
- Written and verbal communications
- Time management and task prioritization skills
- Issue assessment and problem solving
- Ability to change focus from one task to another when necessary.
- Customer service and teamwork should be your main priorities, along with attention to detail.

Highly desirable:

- Demonstrated success working independently and taking initiative.
- Demonstrated success working effectively in fast-paced, highly collaborative, fluid work environments where flexibility and teamwork are required
- Project management ability

Salary: Based on experience.

How To apply: In one document (.doc or .pdf format) submit your resume, cover letter detailing your interest in this position, salary requirements and contact information for two references to Barbara Blair at bblair@fameorg.org.

About FAME

FAME - Foundation for the Advancement of Music & Education is a tax-exempt nonprofit based in Bowie, Maryland. FAME's mission is to positively impact the lives of youth through access to quality music, education, programs, and experiences.

FAME is a harmony of music and education. We prepare youth for college and career through a four-pronged approach:

- 1. Music Instruction - Middle and High school students receive college level music instruction from college faculty and professional musicians to build the next generation of musicians and increase their confidence and enthusiasm for learning.*
- 2. Educational Support - Students receive weekly instruction in STEM subjects, while also improving language skills. FAME's music and educational components meet national standards and help students to excel in school and achieve advanced academic placement.*
- 3. College Preparation – Students prepare for college education through academic tutoring, study skills development, SAT preparation, identifying college majors and requirements, and learning about the admissions and financial aid processes.*
- 4. Work Readiness - Students develop technical skills for music industry-related occupations as well as soft skills such as organization, time management, goal setting, and networking necessary for employment in any industry.*

FAME challenges students to set high expectations for their academic and life achievements by expanding students experiences to demonstrate that they are not defined by their current conditions or surroundings.