Little Kids Rock

Title: Program Services Intern

Location: Verona, NJ

Job Type: Co-op/Internship

Compensation Type: Unpaid

Start Date: 5/30/2017

Job Description: We are looking for a motivated and energetic individual to assist the Little Kids Rock program team with daily tasks. This is a great opportunity for a college student to learn what goes into the operation of a growing and leading music education nonprofit. This will be approximately 10-15 hours per week position with a flexible schedule during the fall semester. This internship is unpaid but the experience will be extremely valuable! We would be willing to working with your college for course credit as well. Travel reimbursement will be provided.

Primary Responsibilities:

- Assist the program staff with teacher customer service, i.e. responding to phone and email inquiries
- Archive program email and mail communications
- Monitor and update teacher online networking groups
- Assemble and ship teacher materials requests
- Occasional data entry and clean up

Qualifications:

- Organized and with great attention to detail
- Knowledge of Microsoft Office Suite and Gmail
- Positive “can-do” attitude and team player
- Experience with data entry beneficial
- Prior customer service experience preferred
- Interest in music education greatly encouraged

Application Instructions: Please email cover letter (cover letter may be in the body of the email) and attached resume to lauren@littlekidsrock.org with internship title in the subject line. Application Deadline is 01/03/17.

About the Organization: Little Kids Rock is a national nonprofit that is dedicated to unlocking children’s inner music makers by revitalizing music education in public schools. The organization partners with school districts to train public school teachers to run its innovative Modern Band curriculum and donates all of the accompanying instruments and resources
necessary to teach popular music in a way that empowers students to experience instant achievement. Little Kids Rock started as a schoolteacher’s vision to give his students access to music education while diminishing budgets for the arts made that more and more difficult to do. What began as a single after-school guitar class has since exploded into a national movement that is bringing free, weekly music lessons to more than 250,000 public school children due to the efforts of more than 1,700 teachers in 29 cities nationwide. To date, Little Kids Rock has served over 500,000 students.