Little Kids Rock

Title: Program Services Intern

Location: Verona, NJ

Job Type: Co-op/Internship

Compensation Type: Stipend

Start Date: 9/6/2017

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. This internship is unpaid but the experience will be extremely valuable! We provide a travel stipend and we are willing to work with your college for course credit as well.

Primary Responsibilities:

- Assist the program staff with teacher customer service, i.e. responding to phone and email inquiries
- Assist with event and travel logistics
- Monitor and update teacher online networking groups
- Assist in the maintenance of online event schedules
- Evaluation compilation and organization

Operational

- Provide affiliated teachers with Modern Band curricular materials upon request
- Occasional data entry and clean up on Salesforce.com
- Run local errands as needed

Qualifications:

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

Application Instructions: Please email a resume and thoughtful cover letter to John Carrano at program@littlekidsrock.org. Please indicate "Program Services Intern" in the subject line. Position open until filled.

About the organization: Little Kids Rock is a national nonprofit that is dedicated to unlocking children’s inner music-makers by revitalizing music education programming 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. Little Kids Rock started in 2002 as a schoolteacher’s vision to give his students access to music education that is relevant to them 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 over 250,000 public school children due to the efforts of nearly 1,500 teachers nationwide. To date, Little Kids Rock has served more than 500,000 students. More info at www.littlekidsrock.org.

At the heart of Little Kids Rock’s program are its beliefs that everyone, young and old, can learn and love to create music and that the experience of learning to play a musical instrument can be transformative. Through partnerships with school districts, Little Kids Rock is able to train teachers to run its innovative and engaging Modern Band curriculum, which is built around the popular music genres that are culturally relevant to kids K-12. Little Kids Rock also supplies these teachers with the instruments and curricular support they need to establish scalable and sustainable music programs that inspire underprivileged young people and support their self-expression, self-confidence, and creativity.

**Disclaimer Information:** Little Kids Rock is committed to the principle of equal opportunity in education and employment, and encourages all individuals to apply, irrespective of their race, color, sex, sexual orientation, gender identity, religion, disability, age, veteran status, ancestry, or national or ethnic origin.