

Job Description

Position Title: Community Engagement Assistant

Reports to: Director of Community Engagement and Digital Marketing

About Musicopia: Musicopia is a non-profit organization that reaches thousands of children each year through educational music enrichment programs in schools and communities throughout the Philadelphia Region. As a recognized leader in rebuilding and revitalizing school music programs, our mission is to provide opportunities for children to experience, learn, perform, and appreciate music. We make it our priority to reach students who are underserved and cut off from the region's rich cultural life.

We offer diverse school-based programming, as well as out-of-school performance and study opportunities through Musicopia String Orchestra and Musicopia Drumlines. Musicopia also runs the very successful Gift of Music instrument donation program, collecting and repairing instruments and then placing them with a child in need.

About the Position: Since we are a virtual office, this position is best suited for someone who is self-motivated and independent. In order to assist the Director of Community Engagement and Digital Marketing, the Community Engagement Assistant must be organized, outgoing, and creative. Primary duties will include helping out at events/fundraisers (set up/clean up, check-in, and other duties as needed), creating and executing plans to reach millennial donors, and crafting content for social media. As time permits, the Community Engagement Assistant will also help the Director of Community Engagement and Digital Marketing and/or the Program Director with various research based projects.

The Assistant would be required to work 8-10 hours per week. Most of these hours can be completed at their convenience, but they must be available on nights and weekends as needed. (Notice will be given.) The Assistant must also have some availability during normal business hours (9am-5pm, Monday-Friday) to have virtual meetings with the Director of Community Engagement and Digital Marketing. These virtual meetings can be pre-established or set up on a week by week basis.

Background in music is a plus

Fundraising experience is a plus

Graphics Design experience is a plus