



Job Description

Sistema Tulsa – Operations Coordinator (FULL TIME)

Reports directly to Sistema Tulsa Director and indirectly to Boston Avenue United Methodist Church Executive Director & General Counsel; interacts with Education Coordinator and Boston Avenue program staff, works in collaboration with advisory board, program faculty, schools leadership and other community partners. Sistema Tulsa is a free tuition after school music program and ministry of the Boston Avenue United Methodist Church, serving approximately 140 students each academic year. Our main site is located at the Boston Avenue United Methodist Church. This is a team oriented job role.

Classification: Full Time with benefits (health insurance support, PTO and 403b matching after the first full year of work). Start: April, 2019.

Position Tasks:

Coordinate the daily operations of the main Sistema Tulsa site and support other satellite sites
Maintain an organized and calm presence– flexibility and problem solving are needed assets
Uphold logistical and safety processes for all participants on site
Implement a nurturing and positive environment – act as program ambassador
Maintain records and permissions for every student
Supervise all arrival and dismissal procedures
Coordinate on-site snacks, create menus and shop for food weekly
Keep all attendance and assist with managing teacher invoices
Schedule instructional and performance space on and off site
Assist with completion of event form for all church-based events
Prepare and organize student ID badges, t-shirts and lanyards (order inventory)
Update the master student enrollment files on Google Drive
Communicate with parents about any relevant issues, including but not limited to upcoming events, program updates, discipline, and/or attendance – draft a weekly email to volunteers and to parents and update the bulletin board
Assist with the student recruitment process including connecting with prospective families
Check and respond to all email and phone communications in a timely manner
Manage the lost and found closet
Update family and volunteer handbooks and set the agenda for orientation sessions
Recruit, organize and supervise volunteers through the church and partner agencies
Delegate volunteer activities for maximum program efficiency
Help process background checks through the main church office
Support Advisory Board members and prepare quarterly meeting minutes
Lead the Advisory Board hospitality committee that supports appreciation activities



Assist the Director with pursuing the fundraising agenda – networking and connecting the program to potential donors, procuring performance opportunities and community partnerships
Attend weekly staff meetings with Boston Avenue program staff and Sistema Tulsa leadership
Work during all performances and showcases including field trips and special events
Coordinate with the Director to accurately track operational expenditures
Assist with processing payroll, invoices, and expense reports
Coordinate ticket sales operations for benefit concert and other special events
Keep records and provide relevant data for grant applications, church reports, program annual report, and ongoing assessment

Essential Functions:

An appreciation for arts education and creative youth development
Ability to communicate empathetically with adult volunteers and large groups of children
Ability to articulate ideas and opinion to shape the goals and outcomes of the program
Ability to multi-task calmly and to handle complex situations effectively
Ability to implement projects from conception to completion with minimal supervision
Demonstrate effective planning and organizational skills, able to meet deadlines
Effective personal leadership through example, coupled with ability to work collaboratively with diverse staff to create a results-driven, team-oriented environment
Strong interpersonal and written/verbal communication skills
Strong managerial and people skills, and the ability to maintain tact, diplomacy and the strictest confidence as needed
Experience working in a mentorship, social work, and educational or church ministry capacity
Proficient in Microsoft programs and ability to engage with data tracking software
Ability to work evenings and some weekends for concerts and/or special performances
Skills in media production (video, photography, editing) and social media are a plus
Food Handler's Permit
Ability to work in church/office environment
Ability to accept and perform additional job tasks as directed by supervisors

Required skills:

Bachelor's degree in areas of non-profit management, business, music education, youth ministry, social work, psychology, child development; or equivalent work experience (at least 3 years in a similar position).

Inquiry: Please send your resume and cover letter to both email addresses:

angelyndale@bostonavenue.org and jlhernandez@bostonavenue.org

It is the policy of Boston Avenue United Methodist Church to provide all persons with equal employment opportunities without regard to race, color, religion, sex, national origin, marital status, disability, age or Veteran Status. Employment is subject to passing a background check.