

Position: Program Coordinator, New Jersey Youth Chorus

Schedule: 35 hours/week, hybrid in-person and remote, with some evening and weekend hours required

Compensation: \$35,000 – 40,000/year, benefits eligible

Job Summary:

The Program Coordinator provides operational oversight of the New Jersey Youth Chorus (NJYC). This role is responsible for executing day-to-day program activities, managing logistics, and maintaining systems that support a high-quality and seamless experience for choristers, families, and staff.

Working under the direct supervision of the Founder and Director, and in support of the Director of Chorus Administration, the Program Coordinator translates program strategy into action—ensuring that rehearsals, events, communications, and administrative processes are effectively coordinated and delivered. This position helps ensure that materials, spaces, and basic administrative functions are organized and in place to support a smooth and effective program experience.

This role is designed as a flexible single-year contract, and will be restructured for 2027-28.

Responsibilities

Program Operations & Execution

- Provide general support to the Director of Chorus Administration in the implementation of program plans, calendar, and seasonal activities as established by the Founder and Director
- Oversee day-to-day operations, including rehearsals, scheduling, and program logistics
- Coordinate logistical needs with artistic staff to support rehearsals and performances
- Ensure materials, spaces, and resources are prepared and available
- Maintain, organize, distribute, collect and track sheet music, including filing, sorting, and storage
- Maintain accurate inventory and assist with music orders and returns
- Support distribution and collection of uniforms
- Ensure all program activities are well-organized, communicated, and executed efficiently

Communication

- Manage day-to-day communications among families and staff
- Prepare and distribute clear, timely, and accurate program information
- Respond to inquiries and ensure consistent communication across platforms



Systems & Administration

- Maintain accurate program records, attendance tracking, and documentation
- Oversee and maintain program calendars and internal systems

Support for the Director of Chorus Administration in Key Areas

- Planning and execution of concerts, workshops, retreats, and tours (domestic and international)
- Managing logistics including venues, transportation, lodging, staffing, and schedule
- Providing on-site support and volunteer coordination for concerts and events
- Coordinating with marketing, development, and operations teams to support program needs

Reports To: Founder and Director, New Jersey Youth Chorus

Skills/Qualifications:

- Strong organizational skills and attention to detail
- Ability to work independently and follow established systems
- Excellent communication and problem-solving skills
- Comfort with Microsoft Word and Excel, Google Workspace
- Experience in choir settings preferred

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