



## **Join Our Team!**

Are you passionate about making a positive impact on marginalized communities through the power of music? Do you love to cultivate community and create inclusive events & programming? Do you possess strong organizational and communication skills with a commitment to empathy, respect, and compassion? If so, we invite you to apply to join our team at Urban Voices Project as a **Program Associate**.

## **About Us**

Urban Voices Project (UVP) is a small non-profit arts organization founded in 2014. We create transformative musical programs to address a spectrum of needs in communities with lived experience of homelessness across the greater Los Angeles area, with a focus on Skid Row and in partnership with social, civic and healthcare organizations. We are a small and engaged team committed to creating uplifting experiences for all participants and deepening our impact through community responsiveness.

## **Role Overview**

Under the guidance of the Program Manager, the Program Associate will play a key role in the full process of planning, implementing, and evaluating UVP's music programs. This community-facing role offers an exciting opportunity to contribute to the strategic planning of both existing and new initiatives.

## **Duties and Responsibilities**

- Program Planning & Optimization: Coordinate outreach initiatives, streamline registration processes, and maintain program-related communications.
- Program Implementation: Oversee program logistics, provide support for virtual & hybrid sessions, and ensure a welcoming experience for all stakeholders.
- Program Evaluation: Administer evaluation surveys, track attendance data, and gather feedback to continually improve program delivery.
- Program Strategy and Partnerships: Contribute to the development of new programs and strengthen community partnerships.

## **Qualifications**

- Bachelor's degree or equivalent experience.
- Experience in program coordination, education or other related fields.

- Strong organizational and communication skills.
- Ability to work effectively in a small team environment.
- Ability to complete hybrid work with a remote, home office and travel at multiple in-person programs in the Downtown LA area a week.
- Proficiency with Google Suite strongly preferred, other software proficiency a plus.
- Experience serving vulnerable populations and promoting inclusivity.
- Proficiency in Spanish strongly preferred.

### **Compensation & Benefits**

- Pay range \$20/hour – \$24/hour commensurate with experience. This is a full-time (40h), non-exempt position.
- Health, dental, and vision plan; Retirement plan (CalSavers); Paid holidays; accrued vacation and sick time.
- Flexible work schedule and supportive team environment.
- Opportunities for professional development and growth within the organization.
- Meaningful work that makes a difference in the lives of others.

If you are inspired by our mission and values and eager to make a difference in your community, we encourage you to apply for the Program Associate position at UVP. Together, we can create a more inclusive and compassionate world through the transformative power of music.

To apply, please send one pdf including your resume and a cover letter outlining your relevant experience and why you are interested in joining our team to [info@urbanvoicesproject.org](mailto:info@urbanvoicesproject.org).

UVP is an equal opportunity employer committed to diversity and inclusion. We welcome applicants from all backgrounds and identities to apply. Thank you for considering a career with us at UVP. We look forward to hearing from you!