



Regional Coordinator – Chicago

Hybrid (Remote & In-Person)

Full-Time (40 hours/week)

Salary: \$45,000 - \$47,500

Guitars Over Guns is a nationally recognized, award-winning agency that is challenging the perception of what is possible for youth who experience the power of music-based mentorship. We are a fast-paced, technology-driven organization with a respected brand and a strong presence in the community.

We are looking for a dynamic individual with the desire to be an integral part of an organization that has great culture and incredible momentum. This is a great opportunity for an entry or mid-level career person to join a dynamic and dedicated team united around a compelling mission to empower youth through music and mentorship. The right candidate will be stepping into a healthy, growing organization with ambitious plans for expansion.

OVERVIEW

Guitars Over Guns is seeking a highly organized and proactive rock star with the ability to multi-task and provide administrative support to our Chicago programs office. This position performs interdepartmental, high-level administrative functions for the Regional Director, managing communications, databases, budgets, grant deadlines, projects and events, calendars and meetings.

We are looking for someone who is excited about the prospect of *building something new*. Our Chicago operations are young and ever-growing, and the Regional Coordinator will be responsible for helping innovate and refine operational systems to take us to the next level.

This individual needs to be an intuitive problem-solver who takes initiative, doesn't shy away from a challenge, and has a positive "can do" attitude. The work is tough but having a sense of humor and desire to find joy in what we do lies at the core of our values. As such, we take our jobs very seriously but our culture thrives on always assuming the best in each other. Our work environment is fast-paced, casual, upbeat, professional, and fun.

ABOUT GUITARS OVER GUNS

Guitars Over Guns is a 501(c)(3) nonprofit that offers students from our most vulnerable communities a powerful combination of music education and mentorship with

professional musicians to help them overcome hardship, find their voice and reach their potential as tomorrow's leaders. We are a lean operation with 14 full-time staff. We are in the midst of accelerated growth, currently serving over 1,000 students per year with 80+ mentors – professional musicians trained to use the transformative power of music to unlock youth potential.

Guitars Over Guns is a fast-paced, technology-driven organization with a respected brand and a strong presence in the community. In the last five years, we have doubled our operational budget twice, been internationally recognized in our field, and attracted major institutional partners. We are looking for a game-changer with the desire to be an integral part of an organization that has great culture and incredible momentum.

DUTIES & RESPONSIBILITIES

- Appointment scheduling and general administrative support to the Regional Director
- Assist Regional Director in email correspondence and inbox maintenance
- Provide logistical and project management support to the Regional Director in the form of collaborative thought partnership and timely reminders/deadline management
- Support communication with community partners, grantors and donors
- Compile and submit expense reports
- Carry out administrative duties (e.g., photocopying, digital filing system maintenance, etc.)
- Coordinate and support projects and events, including planning/logistics and (on-site) execution
- Support grant applications and reports (e.g., compile data, manage budget templates)
- Build relationships with local and state government funding sources; maintain government funding compliance by submitting monthly & quarterly budget vouchers and performance reports
- Review independent contractor time entries, remind contractors of time entry deadlines, and collaborate with Accounting department to issue payroll
- Take accurate minutes of meetings and facilitate completion of follow-up action items
- Manage systems, meeting rhythm, and communication best practices for the Chicago regional team

REPORTING RELATIONSHIP:

- Report to the Chicago Regional Director
- Support/Collaborate with the Programs Supervisor, Programs Manager, and

Director of Donor Impact

- Coaching/Training from the Special Assistant to the President/CEO

REQUIRED QUALIFICATIONS:

- 1-3 years of working experience
- Experience or skills managing complex projects or events
- Ability to handle sensitive information in a confidential manner
- Technologically savvy; knowledge using the full range of contemporary remote office software (Microsoft, Google, Zoom, etc.)
- Flexible and a self-starter; able to multitask while also being highly detail-oriented
- High levels of accuracy in task execution, and ability to thrive in a deadline-driven environment
- Strong written/verbal communication and organizational skills
- Ability to work independently and within a team environment
- Ability to work occasional nights/weekends based on events schedule
- Personal qualities of integrity, credibility, growth mindset, sense of humor, and a commitment to Guitars Over Guns' mission
- Must be a U.S. citizen or have a valid U.S. work visa

NOT REQUIRED, BUT A PLUS:

- Experience/familiarity with Salesforce or other CRMs, Asana project management system, and/or HelloInsight data tool
- Experience in executive assistantship, event planning, or similar
- Excellent writing skills

COMPENSATION & BENEFITS:

Guitars Over Guns offers a competitive salary commensurate with experience. Benefits include: Health insurance at no additional cost; 401 (k) with 3% employer match (eligible after 6 months of employment); Paid Time Off (PTO) structure as well as 15 federal & cultural holidays off per year; parental, medical, and bereavement leave; Hybrid in-person and remote workplace.

TO APPLY:

Please send a resume and cover letter to jobs@guitarsoverguns.org with "Chicago - Regional Coordinator" in the subject line.