



Pathways Coordinator (Full-Time, Hybrid)

"This program is like the euphoric feeling I get when I listen to Mitski. It has taught me that I'm important, my voice is important, and that I shouldn't be afraid to share it with the world." – Katherine, teen film and radio producer at ZUMIX.

About Us:

At ZUMIX, we believe in the power of young people. We believe that young people are capable and self-determinant. Young people drive our work, voice their perspectives, and hold power. We are a youth-run radio station, a recording studio and a performance space. We are a place where youth are leaders, artists, and musicians. We empower young people to build successful futures for themselves - transforming lives and community through music, technology, and creative employment.

From our LEED-certified headquarters in East Boston and throughout the city, ZUMIX offers over 40 programs annually for young people ages 7-18, including private and group music lessons. Each year, over 1000 young people participate in programs through in school partnerships, out of school and summer programs.

Our work has an impact locally and across the country. We are proud to partner with local neighbors like Eastie Farm and seven East Boston schools, across the region with the Revere Public Schools and Berklee College of Music, and to receive national recognition from First Lady Michelle Obama, as a recipient of the National Arts and Humanities Youth Program Award. Our students have performed for community events and alongside Sting and Pink Floyd's Roger Waters.

Since our founding, we have successfully positioned ZUMIX for consistent growth and financial sustainability. Our 27-member team includes creative and passionate artists and teachers who hold each other accountable to our mission, vision, core values, and high standards of excellence.

ZUMIX is proud to be located in East Boston, a diverse neighborhood home to newly arrived immigrants from Central and South America as well as Southeast Asia. Over 50% of East Boston's population is of Hispanic origin and half of the households are Spanish speaking. For more information on our work, please visit www.zumix.org.

Position: Pathways Coordinator (Full-Time, In-Person)

Reports to: Pathways Manager

ZUMIX is seeking a committed, creative and organized individual to serve as our inaugural **Pathways Coordinator**. The Pathways Coordinator will support current ZUMIX participants in their successful transition from middle school to high school and beyond, guiding youth through the college and career preparation process, and providing hands-on academic support. They will also play a new key role in helping shape ZUMIX's long-term relationship with our program graduates, inspiring a culture of connection among young creatives that positively impacts their lives and those of our next generation of youth. This is a dynamic role that blends program facilitation, consensus building, academic advising and event coordination.

Key Responsibilities:

Teen Academic Support and College Readiness

- Coordinate and support ZUMIX juniors and seniors with 1:1 meetings to best understand their goals and what types of support they need as they approach graduation.
- Provide resources to youth to help navigate the college application process, including research, essay writing and financial aid guidance.
- Oversee and manage the Pathways scholarship database, maintaining a relevant and current list of resources and connecting youth to appropriate opportunities.
- In partnership with the Pathways Manager, support curriculum development for cohort learning aimed at post-secondary education and career planning, resume building, interview prep and networking.
- Oversee academic support including identifying youth who would like help with homework, recruiting and matching volunteer tutors and liaising with schools, teachers, guidance counselors and parents.

Creation of new ZUMIX Alumni Council

- In collaboration with the Pathways Manager and tenured staff, support the outreach to and formation of ZUMIX's first Alumni Council, incorporating ten graduates reflective of all eras of our organization.
- Facilitate quarterly meetings with the Alumni Council to explore questions of how we bring alumni together, what resources are most valuable for distinct cohorts from across ZUMIX's history and how alumni can give back in support of our current youth.
- Convene the Alumni Council and the ZUMIX Teen Council to learn from and with each other.
- Encourage alumni participation and representation in ZUMIX's slate of annual events, including our Walk For Music, Summer Concerts Series, East Boston Latin Music and Dance Festival, and our annual gala, The Muze.
- In partnership with the Alumni Council, co-design and launch a creative seed scholarship and grant program to help alumni fund their educational, entrepreneurial and music projects.

Alumni Mentorship and Professional Development

- Pilot an opt-in mentorship program for 6-8 graduating seniors to learn more about and receive support in connecting to the ecosystem of creative opportunities available in Greater Boston.
- Identify volunteers who could serve as mentors to early-career alumni.
- Build and maintain partnerships with creative industry employers to extend career pathways beyond ZUMIX.
- Conduct regular check-ins with graduates and mentors to support strong mentoring relationships, address challenges and ensure consistent 1:1 meetings.

Qualifications:

There are innumerable ways to learn, grow, and excel professionally. We respect this when we review applications and take a broad look at the experience of each applicant. We want to get to know you and the unique strengths you will bring to the work. This said, we are most likely to be interested in your candidacy if you can demonstrate the majority of the qualifications and experiences listed below.

- 2+ years of experience in a community-based organization, with experience in music, performance and/or creative media production
- Knowledge of the creative sector in Greater Boston

- Strong group facilitation and interpersonal skills, with an appreciation for deep listening
- Ability to manage emergent projects, while staying grounded and flexible
- Experience supporting young people to navigate educational pathways
- Excellent verbal and written communication skills
- A collaborative mindset and willingness to jump in with good humor, where needed
- Experience with databases and information management
- Passion for creative youth development and a commitment to supporting young people's voices and ZUMIX's mission and values

Work Location and Hours:

This position works on-site 4 days, with the flexibility to work from home 1 day each week. ZUMIX is based at the firehouse, ZUMIX's Gold LEED Certified performance and office space in East Boston. Our administrative team is typically in the office 10am-6pm and our program staff hours are between 12pm-8pm. There will be times outside of standard work hours where participation and leadership are expected – for example, Sundays for our concert series. Our workspace is vibrant; buzzing with energy, music, youth program participants and Gigi, the friendly office dog. The firehouse is conveniently accessible via the MBTA Blue Line and bus lines; street parking is available.

Compensation, Benefits and Culture:

This is a full-time position, working 40 hours per week with an annual budgeted salary of \$57,000 - \$60,000 per year, paid biweekly. Salaries are evaluated on an annual basis during the fiscal year end, with opportunities for advancement, cost of living allowance (COLA) increases, and/or merit-based increases.

Benefits

- Professional Development funds of up to \$750/year as funds are available
- IRA – ZUMIX contributes 1% of salary annually
- 403(b) plan and financial advisor, staff may choose to contribute a pre- or post-tax basis
- Individual Health & Dental covered at 80% or 50% for family plans
- ZUMIX is part of the Justworks (PEO) network that provides a variety of benefit offerings and streamlined HR support. A separate document is provided that outlines some of these offerings.

Paid Time Off

- 18 vacation days annually
- 15 holidays (plus ZUMIX is closed the week between Christmas & New Year's) annually
- 6 sick days annually

When working at ZUMIX, you can expect:

- An inclusive workplace that reflects the community we serve and where everyone's voice is heard and valued. All perspectives are welcomed and appreciated.
- A great place to learn and grow. We provide our staff with professional development funds and internal professional development opportunities.
- A healthy work-life balance. We offer our staff generous paid time off and flexible schedules, and we close our office from December 24 through New Year's Day each year to allow everyone time to recharge.

- Creative encouragement. We are always willing to explore new processes, ways of thinking, and different approaches to problem-solving. Collaboration is encouraged and celebrated. We also provide low-cost studio time and free rehearsal space.
- An empathetic workplace where opinions and feelings are valued and acknowledged through open communication and support in difficult situations.

ZUMIX does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all members of our staff, along with our participants, their families, our volunteers, subcontractors, and vendors.

To Apply:

Please email your resume, cover letter and 3 professional references to apply@zumix.org. In the subject line, please write “Pathways Coordinator – [Your Name].” Applications will be reviewed on a rolling basis, with an anticipated start date in November 2026.