

Learning Manager  
Suzuki Association of the Americas

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The Suzuki Association of the Americas is at an exciting point in its 50-year history. An international organization encompassing North, Central, and South America, our mission is to improve the quality of life in the Americas through Suzuki education. The SAA is a learning community that embraces excellence and nurtures the human spirit. We are seeking new members for our team!

The Learning Manager will work closely with the Executive Director, Suzuki Training Committee, and staff members to support our Teacher Development program. Among the most recognized brands in music education, the Suzuki Method is utilized around the world to support young people in the study of music with the goal of helping them in their journey toward becoming kind and loving people. Our Teacher Development program offers teachers comprehensive training in music teaching with a philosophy rooted in the belief that *every* child is capable and deserving of a loving and rigorous place to learn. The Learning Manager will work to center the voices of our Teacher Trainers, students, and families in their work. Direct pedagogical knowledge of the Suzuki Method and music education is required. Facilitation skills, attention to detail, critical thinking, and a willingness to learn will allow candidates to thrive in this role.

Summary of Position

Full-Time; Salaried (40 hours/week); Exempt; Benefits

Salary Range: \$40,000-\$50,000

Start Date: August 2023

Schedule: Remote; Monday-Friday, some weekday and weekend evenings as needed

Travel: Occasional travel required; Offices based in Boulder, CO

Reports to: Executive Director

Works Closely With: Director of Operations, Community Engagement and Marketing Manager, Suzuki Training Committee

Position Responsibilities

- Manages the Teacher Development program, including audition processes, application processes, and course registration.
- Manages the scholarship application process, including recruitment of applicants, auditions, and building a team of volunteer adjudicators to ensure fair and equitable processes.
- Supports Institute and Festival Directors as they build summer programs, events, and advertisements related to Teacher Development programs.
- Facilitates discussion with key constituent groups, including the Suzuki Training Committee, Institute Directors, Festival Directors, Latin American Committee Leaders, and Musique Canada.
- Collaborates with Community Engagement and Marketing Manager to ensure teachers have a high-quality membership experience within the Suzuki Association
- Collaborates with Membership and Marketing Manager to build events, including conferences, retreats, and online webinars that support our Teacher Development program.
- Support budgetary and finance processes as needed.
- Other duties as assigned.

## Qualifications

### *Essential*

- Strong understanding of and commitment to the Suzuki philosophy, music education, and music.
- Direct experience with or connection to the Teacher Development program of the SAA.
- Strong verbal and written communication skills including the ability to facilitate conversations with large and diverse groups of people.
- Excellent interpersonal skills and ability to foster professional relationships.
- Highly organized, detail-oriented, and prioritizes tasks effectively while working independently. Highly motivated and can work independently as well as collaboratively.
- Proficient in Microsoft Office, Google Suite, email, QuickBooks, and project management software
- Must be authorized to work in the US, as the SAA is unable to sponsor or take over sponsorship of an employment visa at this time.

### *Preferred*

- Experience with design software such as Canva, Adobe, Photoshop/Illustrator/InDesign, etc. highly preferred
- Fluency in a second language, particularly Spanish, Portuguese, or French highly preferred
- Experience with another membership association or customer service driven role
- Experience with WordPress, MailChimp, or other mass communication software
- Experience with project management software, such as Monday.com
- Experience in event planning

### How to Apply:

Please prepare a resume and cover letter. You can submit application materials through our Job Application Form [at this link](#). Have any questions? Write to us at [jobs@suzukiassociation.org](mailto:jobs@suzukiassociation.org).

*The Suzuki Association of the Americas is committed to recruiting and fostering an environment for staff that is diverse and inclusive. The SAA does not discriminate on the basis of race, age, ethnicity, national origin, religion, sexual orientation, gender, or gender expression.*