



Open Position: Education and Clinical Training Coordinator (part-time employee)

Posting Date: 1/31/26

Location: Remote

Compensation: \$32-\$39/hour (commensurate with experience)

Expected hours: 25-29 hours/week

Applications due: **February 14, 2026**

About AMTA

The American Music Therapy Association (AMTA) is a national 501(c)(3) nonprofit organization dedicated to advancing public awareness of music therapy and increasing access to quality music therapy services.

AMTA is an Equal Opportunity Employer and committed to workplace diversity.

Position Summary

AMTA is seeking a part-time Education and Clinical Training Coordinator to support music therapy education and clinical training programs nationwide. This role coordinates academic program and internship approvals in alignment with the AMTA Standards for Education and Clinical Training and serves as a primary resource for educators, internship directors, institutions, and interns.

The position works closely with volunteer committees and AMTA leadership to ensure quality, consistency, and compliance across education and training programs.

This is a remote, part-time employee position with the potential to transition to full-time based on organizational needs and employee performance. The position offers a limited benefits package with pro-rated vacation and retirement contributions. The salary range is between \$32 - \$39 per hour. Actual compensation to be determined by the candidate's experience and alignment with the position.

Key Responsibilities

Academic Program Approval & Education Support

- Collaborate with Committee Co-Chairs to support various approval processes upon request of the committee
- Communicate with colleges and universities throughout the approval process
- Maintain the AMTA School Directory and education-related records
- Administer and analyze the annual survey data from academic program directors
- Respond to faculty and administrator inquiries regarding standards and education policies
- Provide clarification letters, enrollment reports, and re-approval notifications
- Coordinate education-related website updates and faculty communications

Clinical Training & Internship Approval

- Collaborate with Committee Co-Chairs to support various approval processes upon request of the committee
- Foster communication between National Roster and University-Affiliated internship structures
- Support National Roster approvals and University-Affiliated internship affiliations
- Track applications, assign reviewers, and maintain approval documentation
- Maintain the AMTA National Roster Internship Directory
- Respond to internship directors' and interns' inquiries
- Support non-compliance reviews and guideline interpretation
- Administer and analyze the annual internship survey
- Develop communications highlighting internship sites and directors

Communication & Meetings (Additional responsibilities may include)

- Distribute monthly education updates
- Communicate regularly with committee leadership and AMTA staff
- Maintain shared files, records, and committee documentation
- Participate in committee and staff meetings as needed

Qualifications

Required

- MT-BC credential with at least 5 years of clinical experience
- Experience in music therapy education (educator, internship director, or clinical supervisor)
- Knowledge of AMTA Standards for Education and Clinical Training and Internship Guidelines
- Strong written, verbal, and organizational skills
- Proficiency with Microsoft Office and the ability to learn new systems
- Ability to manage multiple priorities independently in a remote environment
- Demonstrated commitment to promoting diversity, inclusion, and multicultural competence when working with internal and external partners
- Adheres to the [AMTA Code of Ethics](#) and is committed to ethical professional practice

Additional

- Availability for occasional evenings or weekends
- Willingness to travel occasionally for national conferences
- Ability to lift up to 10 lbs for event setup

Benefits

- Pro-rated vacation
- Retirement contribution
- Remote work environment

How to Apply

Persons interested in the position are to send their cover letter, resume/CV, and three references to pbendoris@musictherapy.org. **Applications are due no later than February 14, 2026.**

If you require reasonable accommodations during the application or interview process, please include that information.