



Program Manager, Fulani Fellows & UX

Full Time Exempt – Level 1

ASP of NY

About the organization

The All Stars Project, Inc. (ASP) transforms the lives of youth and poor communities using the developmental power of performance, in partnership with caring adults. The ASP has pioneered a model for youth and community growth that makes use of cutting-edge discoveries in human and social development, as well as state-of-the-art practices from the worlds of theatre and improvisation, creating and sponsoring innovative programs that engage people of all ages from poor, urban communities in afterschool development, a new way of engaging poverty. ASP has a growing national footprint with locations in New York City, Newark, Chicago, Dallas, Bridgeport, and the San Francisco Bay Area and is 100% privately funded.

The programs of the All Stars Project of New York include:

- **All Stars Talent Show Network** – young people produce and perform in hip-hop talent shows in their own neighborhoods
- **Development School for Youth** – young people receive leadership training and paid summer internships in partnership with the business community
- **Youth Onstage!** – exposes young people to the world of theatre in classes taught by professionals
- **Castillo Theatre** – award-winning, off-off-Broadway political theatre, bringing together audiences from the diverse communities of NYC
- **UX** – free, university-style school for continuing development that offers classes, workshops and field trips open to people of all ages
- **Operation Conversation: Cops & Kids** – brings young people from poor communities together with police officers in performance workshops
- **Talented Volunteers** – award-winning volunteer involvement program

Job Summary

We are seeking a dynamic and energetic program manager to manage the Fulani Fellows initiative. The fellowship program is a rigorous introduction to, and immersion in, the on-the-ground practice, methodology, and approach to human development employed in the programs of the All Stars Project. The fellowship program is designed as an opportunity for young professionals to train with, learn from, and work with the distinguished development psychologist and grassroots educator, Dr. Lenora Fulani and her colleagues. This role will work closely with, and be hands-on involved in operationalizing aspects of the programs run by the ASP. We are seeking a program manager who will be responsible for outreach and recruitment of fellowship candidates from institutions of higher learning; running a selection process; onboarding; operationalizing and running two five-month terms per year. The program manager will set up and oversee the running of UX classes, build a team of volunteer producers and teaching assistants, oversee the development coach operation, manage the UX volunteer phone calling operation and co-produce UX Opening Days. The Fulani Fellow & UX program manager has organizational management responsibilities. The program manager for Fulani Fellows is a member of the ASP of NY Programs staff and reports to the Vice President/Programs, ASP of NY.



Job Responsibilities

Outreach and Recruitment

Fulani Fellows

- Create annual outreach plan, identifying universities, colleges, professional associations, fraternities, sororities and other appropriate organizations to reach out to; coordinating existing ASP connections, as well as opening up new university and organizational networks and contacts.
- Create materials needed for recruitment of fellows.
- Conduct national search for post-graduate candidates, sourcing a minimum of 10 candidates per semester.
- Manage fellow selection process that includes creating a committee to review and select fellowship candidates.
- Onboard and orient three fellows for each of two annual five-month terms, the next beginning February, 2017.

UX

- Meet with and orient new volunteers, sent by Talented Volunteer department;
- Recruit volunteers to participate in making organizing calls from among students, teachers and coaches;
- Set up a training component to phone shifts;
- Work with the team to identify and train people to lead phone shifts (write the requisite reports, etc.);
- Mobilize street and phone outreach leading up to Opening Days.

Program Management

Fulani Fellows

- Create and establish five-month program for fellows, coordinating with ASP and other programming.
- Manage day-to-day operations of Fulani Fellows program
- Manage day-to-day functions of three Fulani Fellows; overseeing fellows' work and hours.
- Compile and prepare reports on Fulani Fellows program as needed.
- Maintain Fulani Fellows program budget.
- Maintain FileMaker database – input, produce lead sheets, run reports, queries, and other necessary functions.
- Support production and audience development for Operation Conversation: Cops & Kids events.

UX

- Schedule the classes with the teachers, creating the semester's course calendar, for enrollment form and website;
- Relate to teachers, determine and respond to technical needs;
- Create and manage a volunteer class production team;
- Oversee development coaching operation process;
- Be on-hand for emergency coaching calls on the day of development outings, giving directions;
- Line up students to speak in program on UX Opening Days and other events.



Qualifications

- 3+ years of program management experience with a proven track record of producing results.
- Proven project management skills to produce quality results in a timely manner.
- Familiarity with the academic arena required; experience in campus recruitment or college placement preferred.
- Community organizing experience a plus. Comfortability with community outreach in the poor community a must.
- Experience with conference and/or event production a plus.
- Capacity to apply independent judgment; while at the same time navigating and making use of input.
- Proven people management experience in a non-profit or education setting.
- Strong computer and administrative skills.
- Detail-oriented, organized, and motivated.
- Excellent verbal and written communication skills.
- Excellent interpersonal and relationship-building skills.
- Comfortable working in a fast-paced entrepreneurial environment.
- Flexibility in schedule; evenings and Saturdays often required.
- Understanding of poverty-related issues and a commitment to creating educational and developmental opportunities for inner-city youth and adults in outside of school contexts.
- Ability to clearly articulate the All Stars mission and strategies to a broad range of people.
- Bachelors degree preferred.

Compensation and Benefits

Salary is commensurate with experience. The All Stars Project offers an excellent benefit package.

Send cover letter and resume with minimum salary requirements to jobs@allstars.org. Please indicate "Program Manager, FF/UX" in the subject line of your email for fastest consideration.