Production & Operations Coordinator
Full Time Non-Exempt
ASP of the San Francisco Bay Area

The Production & Operations Coordinator manages the operations and the production of events and activities designed to expand the reach of the All Stars Project of the San Francisco Bay Area (ASP of the SFBA). An integral member of the ASP of the SFBA team, the position is instrumental in facilitating a professional, effective, and efficient work environment to produce growth. The position also produces the public activities associated with the Development School for Youth program, leadership training programs, and growing and sustaining volunteer engagement activities for the All Stars Project. Position reports to the Director, ASP of SFBA.

Job Description:

<u>Operations</u>
Oversee and coordinate office operations to support the growth of the ASP of the SFBA. This includes but is not limited to:

- Manage the office and oversee all elements of its upkeep including managing staff resources dedicated to this function
    - Manage and maintain all technology needs for the ASP of the SFBA. This includes computers, phones, fax machines and any other office technology, and insure that proper back up systems are set up for computer networks, and maintain computer and software systems as needed.
    - Serve as primary point of contact with building management on space related issues, including, but not limited to cleaning, upkeep, repairs, & security
    - Maintain inventory of office supplies
    - Set and enforce office policies and procedures and communicate them effectively to all staff and volunteers

- Manage all aspects of the budgets for the ASP of the SFBA.
- Manage all aspects of insurance and other SOPS related to operation of ASP

<u>Program Coordination and Production</u>

- Produce annual fundraising benefit luncheon, including developing and driving timeline, securing and working with venue, technical and staffing needs, overseeing development of scripts and media elements, coordination of all “day of” teams
- Produce major DSY program events including orientation, graduation, internship breakfast and other activities. Includes working with corporate hosts, invitation process, set up and supervise volunteer staffs.
- Produce Afterschool Development Working Group meetings and other Education Policy related activities, including elements described above.

- Direct all staffing requirements for all activities, reviewing staffing plans from each producing team for key events and activities
- Manage and participate in the recruitment, organizing, development, training and management of volunteers.
- Responsible for non-fundraising data and information management activities, including those related to the SMU CORE Study protocols, annual DSY survey.

Ideal Qualifications & Experience

- 2+ years of experience managing a small office operation.
- Proven experience in organizing and producing public events.
- Strong administrative, data entry and project management skills to produce quality results in a timely manner.
- Strong leadership, interpersonal and relationship building skills, including small group facilitation and public speaking, and the ability to interact and communicate professionally with individuals at all levels of an organization.
- Proven capacity to apply independent judgment in planning, prioritizing, and organizing multiple tasks in a diversified workload.
- Highly detail-oriented, organized, and motivated.
- Strong intellectual curiosity.
- Proficient in Microsoft Word, Excel. PowerPoint and other MS Office programs
- Understanding of poverty-related issues and a commitment to creating educational and developmental opportunities for inner-city youth in outside of school contexts.
- Strong affinity for and ability to clearly articulate the All Stars mission, vision, values and key strategies to a broad range of people.
- Bachelor's degree or equivalent experience preferred

Send cover letter and resume with minimum salary requirements to jobs@allstars.org. Please indicate "Production & Operations Coordinator, SFBA" in the subject line of your email for fastest consideration.