



Program Coordinator

Full Time Non-Exempt

All Stars Project of the San Francisco Bay Area

Job Summary

The Program Coordinator is integral to the success of the ASP of SF Bay Area programs.

He or she is responsible for producing community organizing activities and All Stars Talent Show Network events, as well as coordinating all elements associated with the production of the Development School for Youth program.

The Program Coordinator also participates in youth and community outreach, and contributes to the overall growth of the ASP of the SF Bay Area. The Program Coordinator reports to the Operations Manager and works closely with the City Leader and the rest of the ASP, SFBA team

Job Responsibilities

- Coordinate day-to-day production of the ASTSN, DSY and Talented Volunteers programs. This includes but is not limited to:
 - Provide administrative and programmatic support to the City Leader.
 - Coordinate the Development School for Youth weekly workshops and special events.
 - Assist with youth and community outreach one or more times per month (as determined by City Leader) through phone calling, community organizing, and speaking engagements
 - Produce talent show auditions, workshops, and shows.
 - Recruit, train, schedule, and coordinate youth, adult volunteers, and interns to work in ASP of the SF Bay Area programs and activities.
 - Organize young people involved in ASTSN to participate in other ASP programs and special event activities.
 - Maintain the DSY and ASTN program databases including entering & updating data on a weekly basis, and maintaining accuracy of overall database.
 - Coordinate the ASTSN and DSY program budgets.
- Implement the All Stars philosophy and performance approach in all activities.
- Submit weekly and monthly reports on all areas of responsibility.
- Perform administrative duties for ASP of SFBA operation.
- Complete additional requests assigned.

Qualifications

- Strong administrative skills including use of MS Word, Excel, PowerPoint, and Outlook.
- Strong verbal and written communication skills.
- Performance experience - theatre, spoken word, music, dance – strongly preferred.
- Ability to effectively communicate and build relationships with the program's many constituents, including youth people, volunteers, corporate partners, and community members.
- Detail-oriented, organized, and motivated.
- Proven capacity to organize and produce events.
- Leadership skills and ability to represent the All Stars Project in a varied environment.
- Interest and willingness to participate in community organizing.



- Understanding of poverty-related issues and a commitment to creating educational and development opportunities for inner-city youth in out-of-school contexts and settings.
- Bachelor's degree or equivalent experience preferred.
- Valid driver's license recommended.

Compensation and Benefits

Salary is commensurate with experience. Excellent benefit package.

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