



## **Coordinator, Office of the President and CEO**

Full Time Non-Exempt  
ASP National Staff

### **The Organization**

The All Stars Project is changing the national dialogue about how to meaningfully impact the lives of people growing up and living in poverty, and the role that “outside-of-school” plays in preparing inner-city youth for success in their lives. At All Stars, inner-city youth participate in hip-hop talent shows, leadership training in partnership with the business community, an internationally award-winning police-community relations program, and more. We have transformed our unique, community-based and grassroots programs, founded in NYC in 1981, into a growing movement reaching 20,000 inner-city youth and families each year in 6 cities, and raising \$10 million annually in private funding.

We have become one of the country’s leading Afterschool Development organizations, creating a new national model that uses performance as our approach to helping kids and their families grow on and off the stage, and bridge-building through volunteer and direct partnership initiatives between affluent supporters, their families, and the youth of All Stars.

### **Job Summary**

The Coordinator, Office of the President and CEO is a key member of the staff and one of two assistants providing support to the Office of the President and CEO. This position is responsible for producing donor, board and other high-level meetings and events, correspondence and presentations for and on behalf of the President and CEO. The Coordinator, Office of the President and CEO reports to the Chief of Staff to the President and CEO.

### **Job Responsibilities**

#### *Event and Meeting Producing*

- Produce and attend evening quarterly meetings of the Board of Directors.
- Produce small cocktail parties on behalf of the President and CEO – at the office or in her home.
- Prepare written, oral and visual presentations for business meetings, including but not limited to Board of Directors, Advisory Board and staff meetings. This includes coordinating the production needs of meetings.
- Produce special events as needed in the Office of the President and CEO.
- Recruit and train a group of volunteers to assist in event and meeting producing.

#### *Administration*

- Interface on behalf of the President with the public, other non-profits, community organizations, volunteers, prominent artists and elected officials. This will include working closely with the President and CEO on new projects with such groupings.
- Draft letters and other correspondence on behalf of the President and CEO to business contacts, elected officials and other associates.



- Maintain inventory of cultivation materials for the office of the President.
- Provide support to implementing top level donor and board cultivation plans.
- Organize and run budgets for the Office of the President and CEO.
- Provide back up support for the Office of the President which includes, scheduling, travel itineraries and meeting coordination.
- Respond to a variety of requests made by the President and CEO which include but are not limited to ordering food, doing banking, scheduling personal appointments and purchasing supplies.
- Respond to additional requests made by the Chief of Staff.
- Undertake other special projects as needed and assigned by the President and CEO.

### *Special Projects*

- Project manage branding and marketing projects and maintain national archives of photo, video and media coverage.

### **Qualifications**

- Understanding of poverty-related issues and a commitment to creating educational and developmental opportunities for inner-city youth in outside of school contexts.
- Strong verbal and written communication skills.
- Strong leadership and interpersonal skills and the ability to interact and communicate professionally with individuals at all levels of the organization.
- Ability to clearly articulate the All Stars mission and strategies to a broad range of people.
- Proven capacity to apply independent judgment in planning, prioritizing, and organizing multiple tasks in a diversified work load.
- Highly detail-oriented, organized, and motivated.
- Strong intellectual curiosity.
- Discretion and sensitivity in handling and safeguarding confidential information.
- Proven success in written communication, including proofreading and editing.
- Comfortable working in a fast-paced entrepreneurial environment
- Superb administrative skills including use of MS Word, Excel, PowerPoint, and Outlook.
- Bachelor's degree or equivalent experience preferred.

### **To Apply**

*Send cover letter and resume with minimum salary requirements to [jobs@allstars.org](mailto:jobs@allstars.org). Please indicate "Coordinator, Office of the President and CEO" in the subject line of your email for fastest consideration.*