



Program Coordinator, Development School for Youth

Full Time Non-Exempt
ASP of NY

The Organization

The All Stars Project, Inc. (ASP) creates and sponsors innovative programs that engage young people and people of all ages from poor, urban communities in afterschool development, a new way of engaging poverty. ASP has a growing, national geographic footprint with locations in New York City, Newark, Chicago, Bridgeport, Dallas, and the San Francisco Bay Area.

Our programs include:

- The **All Stars Talent Show Network**, where young people perform in and produce hip-hop talent shows in their neighborhoods.
- The **Development School for Youth**, where young people learn to perform as professionals, and they partner with business leaders who conduct workshops and provide paid summer internships.
- The **Castillo Theatre** is our off-off Broadway theatre. It opens up the world of cutting edge political theatre to young people and adults. Its audience comes from diverse communities across New York City, and nearly 10,000 people attend productions every year.
- **Youth Onstage! (YO!)** introduces young people, ages 14 to 21, to performance, improv and the world of theatre, offering free training in the performing arts under the direction of volunteer theatre professionals. Training emphasizes ensemble building and offers experiential outings, workshops, and classes, all led by theatre professionals
- **Operation Conversation: Cops & Kids** is a partnership with the New York City Police Department. It brings young people from poor communities together with police officers in performance workshops where they learn to listen to one another and create a new kind of relationship.
- **UX** is a free, university-style school of continuing development. It has classes, workshops and field trips that are open to people of all ages.
- **Talented Volunteers** is the All Stars Project's award-winning volunteer program that creates opportunities for hundreds of caring adults to get involved in virtually every aspect of All Stars Project programs and operations.
- **Fulani Fellowship** 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.

Job Summary

The DSY enriches the lives of hundreds of inner-city youth each year through developmental experiences provided in partnership with the business community. The Program Coordinator, Development School for Youth is an important position responsible for the day to day administration of the DSY program and production of all program events. These events range from workshops both on-site and at partnering business corporations to larger events such as the DSY Orientation, Graduation, and Internship Receptions. The Program Coordinator, Development School for Youth reports to the Director/Development School for Youth.

Job Responsibilities

Recruitment/Admissions

- Recruit and enroll young people to participate in All Stars programs through speaking at school assemblies and other events
- Participate in the youth programs admissions process (including student interviews) and maintain accurate information in the Youth Programs database



Event/Workshop Production

- Produce program events including class orientations, graduations, receptions, meetings and weekly workshops
- Coordinate space requests and staff plans with the Operations Manager for events held at the ASP and with the appropriate representative for off-site events and workshops
- Communicate with youth participants regarding program requirements and schedules
- Serve as initial point person at off-site workshops, i.e. arriving early, ensuring professional production of workshop, greeting students and Program Associates, liaising with workshop leaders etc.
- Recruit youth volunteers to support DSY-related functions and participate in their ongoing development

Internship Administration

- Assist the Director with preparing correspondence and other communications and maintaining tracking documents relative to the DSY Internship program
- Coordinate pre-internship meetings and onboarding preparation for students
- Schedule and track attendees for DSY Internship Supervisor Training and participate in relevant communication with company participants and trainers
- Maintain the databases for the program and track attendance and program requirements
- Serve as a relationship manager with DSY internship sponsors during course of onboarding and internship periods

Other Responsibilities

- Recruit and schedule youth for various ASP events and functions. Lead training sessions to prepare youth for these activities
- Respond to additional requests made by the Director.

Qualifications

- 2+ years experience in youth-related programming
- 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.
- Ability to clearly articulate the All Stars mission and strategies to a broad range of people.
- Excellent interpersonal and relationship building skills.
- Strong project management skills to produce quality results in a timely manner.
- Comfortable working in a fast-paced entrepreneurial environment.
- 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.
- Flexibility in schedule. Evenings and some Saturdays required.
- Proven capacity to organize and produce events.
- Superb administrative skills including use of MS Word, Excel, PowerPoint, and Outlook.
- Ability to effectively communicate with the program's many constituents including young people, volunteers, and business partners.
- Bachelor's degree preferred.



To Apply

Send cover letter and resume with minimum salary requirements (Word or PDF format only) to jobs@allstars.org. Please indicate "Program Coordinator, Development School for Youth" in the subject line of your email for fastest consideration.