



Program and Operations Coordinator

Full Time Non-Exempt
ASP of Dallas

All Stars Project, Inc. Mission

We transform the lives of youth and poor communities using the developmental power of performance, in partnership with caring adults.

Job Summary

This essential position on our staff works closely with the City Leader of the All Stars Project of Dallas (ASPD), and is responsible for the coordination of production, community organizing and tracking activities that are designed to extend the impact of the ASPD 's programs, primarily the Development School for Youth and other program initiatives, and the operations of the ASPD programs. In addition, this position will support the ASPD team with program development, communications, events producing and fundraising for ASPD. The Program and Operations Coordinator reports to the City Leader.

Job Responsibilities

Program Coordination

- Coordinate multiple and varied production aspects of all ASPD program events for the Development School for Youth (DSY), and other program initiatives, including but not limited to pre-event administration, load-in and out and set up, and day-of production.
- Coordinate and produce or support the production of ancillary and companion programming including but not limited to the All Stars Talent Show Network, Town Hall Meetings, Parent Meetings, Award events.
- Participate in community organizing and donor acquisition activities such as school outreach, door-to-door canvassing, and summer "street performance" to meet new program participants, donors and volunteers for the ASP.
- Represent All Stars Project through networking at outreach events and at activities hosted by the All Stars.
- As part of the ASPD team, organize, develop and manage special program activities of the ASPD as needed.
- Participate in, lead, and train volunteers in the street outreach, community outreach, school outreach, and phone shifts for the ASPD.
- Create and use written, verbal and scripted communication with various constituents including program participants, Program Associates, volunteers and business partners.

Operations and Administration

- Coordinate between key elements of ASPD business – youth programs, volunteering, fundraising/development and education policy and other initiatives.



- Coordinate multiple and varied production aspects of ASPD programs and events including but not limited to database information management, pre-event production administration, post-production tracking, etc.
- Maintain accurate and up to date filing systems of the program, operations and fundraising priorities.
- Participate in data input team and database information management for the DSY Filemaker and Raiser's Edge databases.
- Respond to additional requests made by the City Leader.

Event Producing

- Produce the DSY Breakfast or other event(s) related to the annual internship campaign.
- Produce or co-produce orientations, graduations, internship supervisor trainings and other meetings and events; includes recruiting DSY Alumni and youth volunteers.
- Produce small to medium-size events and meetings led by the City Leader and other leadership of ASPD.
- Assist in set up and production of various aspects of ASPD-wide activities and major events.

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.
- Ability to clearly articulate the All Stars mission and strategies to a broad range of people.
- Strong leadership, interpersonal, and relationship building skills.
- Highly detail-oriented, organized, and motivated.
- Strong desire for community organizing.
- Capacity to organize and produce events.
- Strong administrative skills including use of MS Word, Excel, PowerPoint, Outlook and email marketing tools.
- Ability to effectively communicate with the program's many constituents including young people, volunteers, and community members.
- Ability to work on evenings and Saturdays.
- Strong problem solving/decision making skills.
- Capacity to work independently with limited supervision.
- Demonstrated ability to lead outreach work in poor communities.
- Fluency in Spanish a plus
- Bachelor's degree preferred.
- Valid driver's license and car required.
- Experience working with social media platforms preferred.



How to Apply

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