



Program Coordinator, Operation Conversation: Cops & Kids

Full Time Non-- Exempt
ASP of NY

Job Summary

The Program Coordinator, Operation Conversation: Cops & Kids is an essential position tasked to coordinate all activities and implementing the objectives of this groundbreaking and growing program. The position works closely with the Senior Program Manager and Co-Founder/Director, Operation Conversation: Cops & Kids to ensure the viability and success of the program as well as assisting the Senior Program Manager in other initiatives led by the Co-Founder/Director. The Program Coordinator, Operation Conversation: Cops & Kids reports to the Senior Program Manager, Operations Conversation: Cops & Kids.

Job Responsibilities

Operation Conversation: Cops & Kids

- Produce all elements of the Cops & Kids workshops and demonstration workshops.
- Participate in producing the training of Cops & Kids workshop facilitators.
- Train and supervise volunteer and intern staff of the program.
- Assist in building new partnerships with the NYPD, as well as community organizations.
- Compile and prepare reports on program as needed.
- Manage the production of promotional materials for the program.
- Interface with program managers to coordinate overall programmatic efforts.
- Manage program administration and budget.

Community Meetings & Events

- Assist in producing of community advocacy committees in the five boroughs of New York City.
- Help to recruit community members to join All Stars Project advocacy committees.
- Produce community events and rallies.
- Organize outreach opportunities.
- Assist in producing and scheduling meetings and events for the Co-Founder.
- Complete other tasks as assigned by the Senior Program Manager.

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- Organize youth participants for Development Coach trainings.
- Participate in producing Opening Days.
- Produce outreach materials.

Qualifications

- Understanding of poverty-related issues and a commitment to creating educational and developmental opportunities for inner-city youth in outside of school contexts.



- Good verbal and written communication skills.
- Comfortable navigating and adapting to changing environments and objectives.
- Good 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.
- Have experience working with a range of constituencies – people of highly diverse backgrounds.
- Proven capacity to apply independent judgment in planning, prioritizing, and organizing multiple tasks in a diversified workload.
- Highly detail-oriented, organized, and motivated.
- Good administrative skills including use of MS Word, Excel, PowerPoint, Outlook and FileMaker Pro.
- Flexibility in schedule. Evenings and weekends required for phone shifts, special events, and other activities.
- Bachelor's degree or equivalent experience preferred.
- 2 years of experience working in a non-profit setting.

How to Apply

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