



All Stars Project of Chicago Program Leader, Volunteerism/Event Producer

The Organization:

The All Stars Project transforms the lives of youth and poor communities using the developmental power of performance, in partnership with caring adults. All Stars is a fast-paced and entrepreneurial national nonprofit organization, founded 36 years ago, now reaching 20,000 inner-city youth and their families in innovative, free programs in six cities each year. All Stars raises \$10 million in private funding each year from more than 4,000 individual, corporate and foundation supporters.

The historic Monadnock building in the Loop serves as All Stars Project of Chicago's headquarters where a dedicated and growing community of 400 young professionals, university students, youth and older adults give of their time and talent to produce All Stars youth programs, special events and business projects.

Position Summary:

The Program Leader, Volunteerism/Event Producer is responsible for recruiting 150 new volunteers annually and involving them in producing our ongoing activities and programs. The Program Leader, Volunteerism/Event Producer will be a key producer for organizational events including producing the Annual Corporate Benefit Luncheon, the largest fundraising event of the year.

Primary Responsibilities:

Volunteer Outreach and Recruitment:

- Recruit new volunteers through a range of activities including but not limited to posting website listings, networking at events, outreach into Chicago's volunteer management milieu, partnering with volunteer referral services and attending volunteer and internship fairs.
- Maintain online presence as relates to volunteer opportunities within the organization.
- Respond to new volunteer inquiries and schedule interested volunteers for introductory sessions.
- Produce twice weekly new volunteer introduction sessions.
- Maintain database of volunteer information and schedules, track volunteer activity/activation and produce monthly statistical reports.
- Facilitate the assignment of volunteers within the organization.
- Oversee the production of volunteer-led phone shifts to generate volunteer participation in all ASP events.
- Produce communications to the ASP volunteer community to inform them of volunteer opportunities and invite them to ASP events and activities.
- Conceive of and execute Volunteer Recognition programs and events.
- Plan and produce the All Stars Project Annual Holiday Party.

Event Production:

- Produce June Benefit Luncheon (the largest professional event of the year, for 350+ business leaders) and the Fall Fundraising Benefit. Activities include, but are not limited to:
 - Research and propose venues for review by Executive Director and manage all venue related communications and activities.
 - Creating event timeline and ensure that all event related activities are on track.
 - Schedule and execute status meetings, rehearsals, and other meetings relating to preparation for the events.
 - Coordinate with external vendors regarding visual, AV, and script elements
 - Manage volunteer event staffing
 - Manage event budgets

- Produce or assistant produce other events as needed.

Qualifications:

- Experience in volunteer management, program management, or community organizing required
- Proven project management skills to produce quality results in a timely manner.
- Proven experience in organizing and producing small and mid-sized events.
- Strong verbal and written communication skills and the ability to clearly articulate the All Stars mission and strategies to a broad range of people.
- Highly detail-oriented, organized, and motivated; self-driven.
- Proven capacity to apply independent judgment in planning, prioritizing, and organizing multiple tasks in a diversified work load.
- Excellent interpersonal, leadership, and relationship building skills used to lead cohesive teams and connect with people from many different backgrounds.
- Strong administrative skills including use of MS Word, Excel, PowerPoint, and Outlook. Database and online proficiency required.
- Understanding of poverty-related issues and a commitment to creating educational and developmental opportunities for inner-city youth in outside of school contexts.
- Flexibility in schedule; weeknight and Saturday hours required

To Apply:

Please submit a cover letter, resume, and minimum salary requirements to jobs@allstars.org. Indicate "Program Leader, Volunteerism/Event Producer" in the subject line of your email for fastest consideration.