



Youth Programs and Outreach Coordinator

Full Time Non-Exempt

All Stars Project of New Jersey

All Stars Project, Inc.

ASP's mission is to transform the lives of youth and poor communities using the developmental power of performance, in partnership with caring adults. Our free, outside-of-school model programs—which are 100% privately funded—reach more than 20,000 inner-city youth and families in six cities each year.

All Stars Project of NJ launched in 1999 in Newark, and in 2013 opened the Scott Flamm Center for Afterschool Development in downtown Newark. The Flamm Center has quickly become NJ's vibrant epicenter of development and partnership for more than 5,000 young people, families and partners from the business, education, cultural and non-profit communities. In 2017, we expanded our New Jersey footprint to include Jersey City.

Job Summary

This essential position on our staff works closely with the Director of Youth Programs, the Fundraising and Senior Program Manager, and the All Stars Project of New Jersey (ASP NJ) program staff and is responsible for the coordination of community organizing, production and tracking activities that are designed to extend the impact of the ASP NJ's youth programs.

- Approximately 50% of the position will be connected to the ASP NJ's Jersey City initiative, with a primary focus on the Development School for Youth Program and other performance-based activities.
- Approximately 50% of the position will be coordination of community organizing and production of ASP NJ's core programs and special programs, primarily located in Newark, and will support the ASP NJ team with program development, coordination, communications, and event producing for ASP NJ.

The Youth Programs and Outreach Coordinator reports to the Director of Youth Programs and to the Fundraising and Senior Program Manager.

Job Responsibilities

Program Coordination

Jersey City

- Coordinate and produce or support the production of all ASP NJ program events for the Development School for Youth (DSY), All Stars Talent Show Network, Town Hall Meetings, Parent Meetings, Award events, and other program initiatives, including but not limited to pre-event administration, load-in and out and set up, and day-of production.
- Participate in donor acquisition activities such as school outreach 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.

Newark

- Coordinate, and produce or support ASP NJ program activities and events for the All Stars Talent Show Network (ASTSN), Development School for Youth (DSY), City Leader Meetings, Parent Meetings, Award events and other affiliated special programs (e.g., Tech Track, Summer of Development, Breakthrough Days etc.) Including but not limited to pre-event organizing, planning and administration, load-in and out and set up, and day-of production.
- Lead youth outreach, and volunteer/donor acquisition activities such as summer “street outreach/performance” and phone shifts to meet new program participants, donors and volunteers for the ASP NJ.
- Carry out administrative aspects of ASP NJ youth programs and events including but not limited to database information management, file maintenance, pre-event production administration, post-production tracking, etc.
- Maintain online presence as relates to volunteer opportunities within the organization.
- Respond to new volunteer inquiries and schedule interested volunteers for introductory sessions.
- Assist in the implementation of communication system across the organization to support best practices for events producing.
- Participate in the production of orientations, graduations, internship supervisor trainings and other meetings and events; includes recruiting DSY Alumni and youth volunteers.
- Respond to additional requests made by the Director of Youth Programs and the Fundraising and Senior Program Manager.

Qualifications

- Proven ability to organize and produce small and mid-sized events or programs
- Strong verbal and written communication skills
- Strong leadership, interpersonal, and relationship building skills
- Highly detail-oriented, organized, and motivated
- Capacity to work independently with limited supervision
- Strong problem solving/decision making skills
- Strong administrative skills including use of MS Word, Excel, PowerPoint, and Outlook
- Demonstrated skills in creating and using email marketing tools and social media platforms
- Strong desire for community organizing and demonstrated ability to lead outreach in poor communities
- Ability to effectively communicate with the program’s many constituents including young people, volunteers, and community members
- Ability to clearly articulate the All Stars mission and strategies to a broad range of people
- Understanding of poverty-related issues and a commitment to creating educational and developmental opportunities for inner-city youth in outside of school contexts
- Bachelor’s degree or equivalent experience preferred



- Valid driver's license required
- Ability to work on evenings and Saturdays

To Apply:

Please submit a resume, cover letter, and minimum salary requirements to jobs@allstars.org. Please indicate "Youth Programs and Outreach Coordinator" in the subject line for fastest consideration.