



Operations Coordinator, ASP of NJ

Full Time Non-Exempt
ASP 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 quickly became 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

The Operations Coordinator, ASP of NJ is integral to providing a quality, state-of-the-art space for our programs, donor relations activities and civic participation in New Jersey. The Operations Coordinator manages the facility and day-to-day operations of the Flamm Center, produces events and activities designed to expand the reach of the All Stars Project, and works closely with program and fundraising leadership to support the overall production of ASP of NJ's strategic work. The Operations Coordinator manages all aspects of the staffing, training and supervision of the receptionist work for the Center, and participates in the creation and development of a professional, performatory, secure and welcoming business environment. The position also participates in donor cultivation and volunteer development activities for the All Stars Project. The Operations Coordinator, ASP of NJ works closely with the Director of Youth Programs and the Director of Development of ASP of NJ and reports to the Director, ASP of New Jersey.

Job Responsibilities

Facility and Office Operations

Manage and operate the Flamm Center to support the growth of the organization in New Jersey. This includes, but is not limited to:

- Manage the office and oversee all elements of its upkeep including managing any ASP staff members work on these functions
 - Upgrade, maintain and repair all office equipment, including IT and telecommunications systems in conjunction with contracted vendors.
 - Upgrade and maintain computer and software systems as needed
 - Oversee all cleaning and upkeep of the center, and take direct responsibility when needed
 - Maintain inventory of office supplies
 - Hire, train, schedule, and manage volunteer, intern and hourly reception desk staff. Produce and maintain a front desk manual for all receptionists.
 - Update office policies and procedures and communicate them effectively to all staff and volunteers



- Manage office/maintenance and production budgets for the Center
- Update office SOP's for mail, check processing, and check request processing for the ASP of NJ
- Develop and maintain relationships/liase with building facility manager and building security
 - Report any necessary maintenance of plumbing, electrical, heating and air conditioning systems to the building staff, and coordinate repairs, when needed
- Maintain security systems and procedures for the center, including participation and leading the training of staff and volunteers in ASP security and safety model. Function as front-line security for the ASP of NJ and maintain schedule for security coverage.
- Enforce all building department policies and regulations
- Interact with vendors and community organizations, including those who use the Flamm Center for events.

Production and Programs

- Set and maintain the schedule of activities for the Center each day
- Direct staffing requirements for all onsite activities, reviewing staffing plans from each producing team for key events and activities
- Produce select special events within the facility
- Work with City Leader and Director of Youth Programs to organize, develop and manage volunteers for the ASP of NJ.
- Participate in, lead, and train volunteers in street outreach and phone shifts for the ASP of NJ.
- Produce or assistant produce select special events, including assistant producing the annual fall fundraising dinner
- Produce select program activities

Staff Management

- Key local point of contact with National HR and Finance
- Respond to requests and perform special projects for President/CEO, SVP Chief Development and Operating Officer, SVP Chief Finance and Human Resources Officer, and ASP of NJ Executive Director

Qualifications

- 3+ years of relevant experience
- Strong, proactive team player
- Experience in security, reception and/or building/office management
- Strong verbal and written communication skills
- 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
- Ability to interact and communicate professionally with individuals at all levels of the organization
- 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
- Proven experience in organizing and producing small events
- Superb administrative skills including use of MS Word, Excel, PowerPoint, and Outlook
- Skill/experience in managing office equipment including but not limited to copiers/printers and both Mac and PC computers
- Fluency in Spanish a plus
- Ability to lift 25 pounds and climb a ladder
- 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
- Strong connection to Newark and surrounding towns and communities preferred
- Bachelor's degree preferred

To Apply

Send cover letter and resume with minimum salary requirements to jobs@allstars.org. Please indicate "Operations Coordinator, ASP of NJ" in the subject line of your email for fastest consideration