



Youth Programs Coordinator

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 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 of the All Stars Project of New Jersey (ASP NJ), 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 programs, primarily the Development School for Youth and other program initiatives, and the operations of the ASP NJ programs. In addition, this position will support the ASP NJ team with program development, communications, events producing and fundraising for ASP NJ. The Youth Programs Coordinator reports to the Director of Youth Programs.

Job Responsibilities

- Represent All Stars Project through networking at outreach events and at activities hosted by the All Stars.
- Participate in, lead, and train volunteers in the street outreach, school outreach, and phone shifts for the ASP NJ.
- Produce ASP NJ programs and related events for the Development School for Youth (DSY) – orientations, graduations, internship supervisor training, DSY Breakfast, and other meetings and events -including but not limited to pre-event administration, load-in and out and set up, and day-of production.
- Produce small to medium-size events and meetings led by the City Leader, Director of Youth Programs and other leadership of ASP NJ.
- Support the production of all ASP NJ program initiatives, including specialty programming and community organizing initiatives including but not limited to the All Stars Talent Show Network, Town Hall Meetings, Parent Meetings, Award events.
- Participate in donor acquisition activities such as school outreach and summer “street performance” to meet new program participants, donors and volunteers for the ASP.



- Draft and deliver written, verbal and scripted communication with various constituents including program participants, Program Associates, volunteers and business partners.
- Perform administrative aspects of ASP NJ programs and events including but not limited to database information management (Raiser's Edge & DSY Filemaker), pre-event production administration, post-production tracking, etc. Maintain accurate and up to date filing systems of the outreach, programs, operations and fundraising priorities
- Track program budget expenses for ASP NJ.
- Respond to additional requests made by the Director of Youth Programs..

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
- Experience working with social media platforms preferred
- Performance and/or improvisation experience a plus
- 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 Coordinator" in the subject line for fastest consideration.