



**Title:** Program Coordinator, Development School for Youth  
**Job Location:** Chicago, IL  
**Status:** Full Time Non-Exempt  
**Reports to:** Program Manager, DSY and Outreach, ASP of Chicago

*Are you looking to make a direct **impact** on youth and poor communities by **developing** the lives of the people you reach?*

*Become a part of our **growing** national non-profit team whose **purpose** is to bring out the **All Star** in everybody.*

### **Role Description:**

The Development School for Youth (DSY) enriches the lives of hundreds of inner-city youth each year through developmental experiences provided in partnership with the business community. The Program Coordinator, DSY is responsible for the day to day administration of the DSY and production of all program events. These events range from workshops both on-site and at partnering business corporations to larger events such as the DSY Orientation, Graduation, and Internship Receptions.

### **Key Responsibilities**

- Recruit and enroll young people to participate in All Stars programs - speaking at school assemblies and other events, and participating in student interviews.
- Produce program events including class orientations, weekly workshops, meetings, receptions, supervisor training, and graduations.
- Communicate with youth participants regarding program requirements and schedules
- Coordinate pre-internship meetings and onboarding preparation for students and serve as a relationship manager with DSY internship sponsors during course of onboarding and internship periods
- Maintain the databases for the program and track attendance and program requirements
- Recruit youth volunteers to support DSY-related and other functions and participate in their ongoing development
- Additional duties and projects as assigned.

### **Qualifications**

- 2+ years experience in youth-related programming
- Passion and commitment to working with youth and poor communities.
- Strong interpersonal skills and the ability to lead teams.
- Proficient in MS Office suite.

### **Other Qualifications:**

- Bachelor's degree or equivalent experience required.
- Flexibility in schedule. Evenings and weekends are required for phone shifts, special events or other activities during peak season.

### **About All Stars**

*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 37 years ago, now reaching 20,000 inner-city youth and their families through innovative, free programs in six cities each year. All Stars raises \$10 million in private funding annually from more than 4,000 individual, corporate and foundation supporters. We have a unique grassroots and relationship-oriented approach and model to fundraising.*

*Working in neighborhoods that have been hit the hardest by violence — the south and west sides — the All Stars Project of Chicago has touched the lives of more than 25,000 youth and families over the past 11 years. The business and philanthropic communities have stepped up with All Stars to address the city's tough issues, and have launched a comprehensive campaign to establish a downtown center for Afterschool Development to connect our young people to the success of their city, and to caring adults who are their partners in growth.*

### **How to Apply**

*Send resume and cover letter along with minimum salary requirements (Word or PDF format only) to [jobs@allstars.org](mailto:jobs@allstars.org). Please tell us why you're interested in this role!*

*Indicate "Program Coordinator, ASP of Chicago" in the subject line of your email for fastest consideration.*

To learn more about All Stars Project, please visit our website at <https://allstars.org/>