



**Title:** Program and Outreach Coordinator

**Job Location:** Dallas, TX

**Status:** Full Time Non-Exempt

**Reports to:** City Leader, ASP of Dallas

*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:**

This essential position on our staff works closely with the City Leader of the All Stars Project of Dallas (ASPD), and is responsible for the coordination of production, community organizing and tracking activities that are designed to extend the impact of the ASPD's programs, primarily the All Stars Talent Show Network and other community oriented program initiatives, and the overall outreach of the ASPD. In addition, this position will support the ASPD team with program development, communications, events producing and fundraising for ASPD.

### **Job Responsibilities**

- Produce multiple and varied production aspects of all ASPD program events for the All Stars Talent Show Network (ASTSN), and other community-oriented programs, including but not limited to pre- and post-event administration, load-in and out and set up, and day-of production.
- Lead all aspects of ASPD community organizing and school outreach to involve youth in programs.
- Participate in the outreach, recruitment and organizing of new volunteers for ASPD, including volunteer orientations.
- Participate in donor acquisition activities such as "DSY Breakfast".
- Maintain accurate and up to date filing systems of the program priorities.
- Participate in the data input team and database information management for the Filemaker and Raisers Edge database.
- Assist in set up and production of various aspects of ASPD-wide activities and major events, including ASPD Spring and Fall Benefits.
- Respond to additional requests made by the City Leader.

### **Qualifications**

- 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 – Saturday hours required.
- Strong verbal and written communication skills.
- Ability to clearly articulate the All Stars mission and strategies to a broad range of people.
- Strong leadership, interpersonal, and relationship building skills.
- Strong desire for and experience in community organizing.
- Capacity to organize and produce events.
- Ability to effectively communicate with the program's many constituents including young people, volunteers, and community members.
- Bachelor's degree or equivalent experience preferred.
- Valid driver's license and car required



### **About All Stars**

The All Stars Project is changing the national dialogue about how to meaningfully impact the lives of people growing up and living in poverty, and the role that “outside-of-school” plays in preparing inner-city youth for success in their lives. At All Stars, inner-city youth participate in hip-hop talent shows, leadership training in partnership with the business community, an internationally award-winning police-community relations program, and more. We have transformed our unique, community-based and grassroots programs, founded in NYC in 1981, into a growing movement reaching 20,000 inner-city youth and families each year in 7 cities, and raising \$10 million annually in private funding.

We have become one of the country’s leading Afterschool Development organizations, creating a new national model that uses performance as our approach to helping kids and their families grow on and off the stage, and bridge-building through volunteer and direct partnership initiatives between affluent supporters, their families, and the youth of All Stars.

### **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 and Outreach Coordinator, ASP of Dallas” 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/>