



Title: Production & Operations Coordinator
Job Location: ASP of the San Francisco Bay Area
Status: Full Time Non-exempt
Reports to: Executive Director, ASP of the SFBA

*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 Production & Operations Coordinator of the All Stars Project of the San Francisco Bay Area (ASP of the SFBA) manages the operations and the production of events and activities that are key to carrying out the mission of the organization. An integral member of the ASP of the SFBA team, the position is instrumental in facilitating a professional, effective, and efficient work environment for producing our youth development programs and philanthropic partnerships. The position produces the program sessions and public activities for the Development School for Youth (DSY) and associated youth leadership and development training programs. The Production & Operations Coordinator also takes the lead and is hands-on in sustaining and growing volunteerism for the ASP of the SFBA.

Job Responsibilities

Operations

Oversee and coordinate office operations to support the youth development programs and philanthropic partnerships of the ASP of the SFBA. This includes but is not limited to:

- Manage the office and oversee all elements of its upkeep including:
 - Manage and maintain all technology needs for the ASP of the SFBA. This includes computers, phones, fax machines and any other office technology, ensuring proper back-up and maintenance procedures are in place.
 - Serve as primary point of contact with building management on space-related issues, including, but not limited to cleaning, upkeep, repairs, and security
 - Maintain inventory of office supplies
 - Set and enforce office policies and procedures and communicate them effectively to all staff and volunteers
- Manage all aspects of the budget for the ASP of the SFBA.
- Manage all aspects of insurance and other SOPS related to operation of ASP
- Manage the ASP of the SFBA calendar of events

Program Coordination and Production

- Produce annual fundraising benefit luncheon, including developing and driving timeline, securing and working with venue, technical and staffing needs, overseeing development of scripts and media elements, coordination of all “day-of” teams
- Produce weekly DSY sessions and major DSY events including orientation, graduation, internship kick-offs and appreciation events and other activities. Work with corporate hosts, manage invitation process, and set up and supervise volunteer staffs
- Direct staffing requirements for all program activities, reviewing staffing plans from each producing team for key events and activities

Production & Operations Coordinator SFBA



- Responsible for non-fundraising data and information management activities, including those related to program evaluation protocols, annual DSY survey, et al.

Volunteerism

- Manage and play hands-on leadership role in recruiting, organizing, activating and cultivating volunteers of all ages and from all walks of life to assist with and contribute to the success of program activities and events.

Ideal Qualifications & Experience

- 2+ years of experience managing a small office operation.
- Proven experience in event production
- Strong administrative, data entry and project management skills to produce quality results in a timely manner.
- Strong leadership, interpersonal and relationship building skills, including small group facilitation and public speaking, and the ability to interact and communicate professionally with individuals at all levels of an organization.
- Strong affinity for and demonstrated experience with volunteerism and engaging people from all walks of life
- Proven capacity to apply independent judgment in planning, prioritizing, and organizing multiple tasks in a diversified workload.
- Highly detail-oriented, organized, and motivated.
- Proficient in Microsoft Word, Excel, PowerPoint and other MS Office programs
- Understanding of poverty-related issues and a commitment to creating educational and developmental opportunities for inner-city youth in outside of school contexts.
- Strong affinity for and ability to clearly articulate the All Stars mission, vision, values and key strategies to a broad range of people.
- Bachelor's degree or equivalent experience preferred

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. Indicate “Program & Operations Coordinator, ASP of SFBA” 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/>

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