



**Title:** Youth Programs Manager  
**Job Location:** Newark and Jersey City, NJ  
**Status:** Full Time Exempt  
**Reports to:** City Leader, All Stars Project of New Jersey

*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 important role is a key member of the team that is led by the City Leader of the All Stars Project of New Jersey (ASP NJ), and is responsible for the management of production, community organizing and tracking activities that are designed to extend the impact of the ASP NJ's programs in Newark and Jersey City, primarily the Development School for Youth (DSY). In addition, the Youth Programs Manager will provide production management for the adult volunteer program and for the other youth programs, the All Stars Talent Show Network and Operation Conversation: Cops & Kids.

### **Job Responsibilities**

#### *Program management, Development School for Youth*

- Plan and execute vibrant outreach programs to attract new students to the DSY – including school, community outreach and phone shifts.
- Manage the admissions and placement process, the 12-14 week leadership training program and summer internship placements for DSY graduates
- Organize business supporters to provide and secure paid internships for all students which includes corporate participation in a performance training program
- Manage the summer internship and onboarding process; serve as relationship manager with internship sponsors
- Create a group of DSY program alumni and volunteers to produce events and provide program support
- Expand and develop volunteer business participation in the program, including DSY program associates; develop and produce program associate training
- Manage multiple and varied production aspects of all ASP NJ program events for the DSY.
- Cultivate ongoing development opportunities for recent program graduates

#### *ASP of New Jersey program management and coordination*

- In partnership with the City Leader, create production plans and calendar for all youth programming for the ASP of New Jersey
- Recruit, train and lead volunteers in street outreach, phone shifts and other activities for the ASP of NJ.
- Supervise full and part time program staff and interns
- Maintain accurate and up to date filing systems of the program priorities
- Manage the data input team and database information management for the FileMaker and Raisers Edge databases, as well as other reporting systems
- Manage the annual program budget
- Assist in production of ASP NJ-wide activities and major events
- Respond to additional requests made by the City Leader



## **Qualifications**

- 3+ years experience in youth-related program management.
- Demonstrated capacity for working with and leading inner city youth and community members in individual and group settings
- Proven capacity to organize and produce events
- Leadership skills and ability to articulate the All Stars mission and strategies to broad range of people
- Business acumen and excellent communication skills (oral and written)
- Superb administrative skills including use of MS Word, Excel, PowerPoint, and Outlook
- Excellent interpersonal and relationship building skills
- Ability to effectively communicate with the program's many constituents including young people, corporate volunteers and leadership, and community members
- Strong project management skills to produce quality results in a timely manner
- Proven capacity to apply independent judgment in planning, prioritizing, and organizing multiple tasks in a diversified workload
- 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 – evening and some Saturday hours required
- Bachelor's degree or equivalent experience preferred
- Valid driver's license 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 “Youth Programs Manager, ASP of New Jersey” 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/>