



**Title:** Coordinator, Office of the President and CEO

**Job Location:** New York City, NY

**Status:** Full Time Non-Exempt (Non-Management)

**Reports to:** Chief of Staff, All Stars Project, Inc.

*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.*

### **Job Summary**

The Coordinator, Office of the President and CEO, is a key member of the national staff and one of two positions providing support to the Office of the President and CEO. The Coordinator is responsible for producing national staff, board and other high-level donor and thought leadership meetings and events and correspondence and presentations for and on behalf of the President and CEO. The Coordinator, Office of the President and CEO, reports to the Chief of Staff.

### **Job Responsibilities**

#### *Event and Meeting Producing*

- Coordinate production for quarterly meetings of the Board of Directors.
- Produce bi-annual President's Roundtable events and other thought leadership meetings and events.
- Produce small cocktail parties on behalf of the President and CEO – at the office or in her home.
- Prepare written, oral and visual presentations for business meetings, including but not limited to Board of Directors, Advisory Board and staff meetings. This includes coordinating the production needs of meetings.
- Produce special events as needed in the Office of the President and CEO.
- Recruit a group of volunteers to assist in event and meeting producing.

#### *Administration*

- Provide back up support for the Office of the President which includes, scheduling, travel itineraries and meeting coordination.
- Compose and produce correspondence on behalf of the President and CEO to business contacts, elected officials and other associates.
- Provide support in implementing top level donor and board cultivation plans and maintain inventory of cultivation materials for the Office of the President.
- Organize and run budgets for the Office of the President and CEO.
- Respond to a variety of requests made by the President and CEO which include but are not limited to ordering food, doing banking, scheduling personal appointments and purchasing supplies.
- Respond to additional requests made by the Chief of Staff.
- Undertake other special projects as needed and assigned by the President and CEO.

#### *Special Projects*



- Project manage branding and marketing projects and maintain national archives of photo, video and media coverage.
- Maintain up to date board and staff information on the organization's website and develop compelling new content for digital communications for the Office of the President.

### **Qualifications**

- Understanding of poverty-related issues and a commitment to creating educational and developmental opportunities for inner-city youth in outside of school contexts.
- Strong verbal and written communication skills.
- Strong leadership and interpersonal skills and the ability to interact and communicate professionally with individuals at all levels of the organization.
- Ability to articulate clearly the All Stars mission and strategies to a broad range of people.
- Proven capacity to apply independent judgment in planning, prioritizing, and organizing multiple tasks in a diversified workload.
- Highly detail-oriented, organized, and motivated.
- Strong intellectual curiosity.
- Discretion and sensitivity in handling and safeguarding confidential information.
- Proven success in written communication, including proofreading and editing.
- Comfortable working in a fast-paced entrepreneurial environment.
- Superb administrative skills including use of MS Word, Excel, PowerPoint, and Outlook.
- Bachelor's degree or equivalent experience preferred.

### **To Apply**

*Send cover letter and resume with minimum salary requirements to [jobs@allstars.org](mailto:jobs@allstars.org). Please indicate "Coordinator, Office of the President and CEO" in the subject line of your email for fastest consideration.*