



**Title:** Youth Programs Coordinator  
**Job Location:** Dallas, Texas  
**Status:** Full Time Non-Exempt  
**Reports to:** Senior Program Manager

*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 works as part of the All Stars Project of Dallas (ASPD) program team and is responsible for the coordination of community organizing, production and tracking activities that are designed to extend the impact of the ASPD's programs, primarily the Development School for Youth (DSY). The DSY is a leadership training program where young people from poor communities in Dallas learn to perform as professionals in partnership with business professionals. In addition, this position will support the ASPD team with program development, communications, and event producing for ASPD.

### **Job Responsibilities**

- Produce ASPD programs and related events for the DSY – orientations, workshops, graduations, internship supervisor training, and other meetings and events – including but not limited to pre-event administration, load-in and out and set up, and day-of production.
- Produce small to medium-size events and meetings for the ASPD.
- Coordinate all Fall and Spring youth participants and business leaders for DSY classes and coordinate the summer internship placement and onboarding processes.
- Participate as a team member of ASPD program initiatives which include community outreach, specialty programming, All Stars Talent Show Network performance events and Town Hall meetings.
- Perform administrative aspects of ASPD programs and events including but not limited to database information management (Raiser's Edge & DSY FileMaker), pre-event production administration, post-production tracking, etc. Maintain accurate and up to date filing systems of the outreach, programs, operations and fundraising priorities
- Represent ASPD through networking at outreach events and at activities hosted by the organization.
- Participate in, lead, and train volunteers in the street outreach, school outreach, and phone shifts for the ASPD.
- Draft and deliver written, verbal and scripted professional communication with various constituents including program participants, Program Associates, volunteers and business partners.
- Track DSY program budget expenses for ASPD.
- Respond to additional requests made by the Production/Operations Leader, Senior Programs Manager and City Leader.

### **Qualifications**

- Proven ability to organize and produce small and mid-sized events or programs
- Strong verbal and written communication skills
- Strong leadership, interpersonal, and relationship building skills
- Highly detail-oriented, organized, and motivated



- Strong administrative skills including use of MS Word, Excel, PowerPoint, and Outlook
- Demonstrated skills in creating and using email marketing tools and social media platforms
- Understanding of poverty-related issues and a commitment to creating educational and developmental opportunities for inner-city youth in outside of school contexts
- Performance and/or improvisation experience a plus
- Bachelor's degree or equivalent experience preferred
- Valid driver's license required
- Ability to work on evenings and Saturdays

### **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 6 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 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/>