



## **Title: Youth Programs Coordinator**

Job Location: ASP of the San Francisco Bay Area

Status: Full Time Non-Exempt

Reports to: Associate Executive Director

*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**

This essential position on our staff works closely with the Associate Executive Director and joins them on the frontlines of our grassroots outreach to youth. The Coordinator will identify and set up outreach opportunities at schools, through networking with community-based organizations, collaborative community-building efforts, and by supporting “word of mouth” efforts of our current program participants and alumni for our Development School for Youth. The Coordinator will be a partner in youth outreach, as well as play an important role in inspiring and supporting young people as they engage in our developmental and high engagement program activities. The Coordinator will play a key role in enlisting, preparing and managing youth program participants and alumni in special leadership opportunities, including hosting and speaking at donor events, and “train the trainer” roles.

### **Job Responsibilities**

- Implement a year round outreach program that attracts 250+ teenagers and young adults to leadership training, including identification and set up of outreach opportunities, partnering in presentations and intensive phone and email follow up
- Represent the All Stars Project and our program opportunities with schools, community-based organizations and collaborative community-building efforts
- Support program participants and alumni in grassroots, word of mouth activities, including social media posts and school presentations
- Support the enrollment process and help sustain participation, building relationships with youth participants and through intensive phone, email and via social media communications with them.
- With the Productions and Operations Coordinator, assist the Associate Executive Director in carrying out all youth program activities, corporate volunteer trainings, parent meetings
- Identify, organize, help train youth in specialty programming, including hosting and speaking at donor events.
- Draft and deliver written, verbal and scripted communication with various constituents including program participants, Program Associates, volunteers and business partners.
- Perform administrative aspects of outreach, programs and events including but not limited to database information management (Raiser’s Edge & DSY Filemaker), Maintain accurate and up to date filing systems of the outreach priorities, and other information as needed
- Respond to additional requests made by the Associate Executive Director.



## **Qualifications**

- Understanding of poverty-related issues and a commitment to creating educational and developmental opportunities for inner-city youth in outside of school contexts using a performance-based approach
- Strong desire for community organizing and demonstrated ability to conduct outreach in person and by phone
- Ability to effectively communicate with young people, with professionals and leaders in schools and community organizations
- Ability to clearly articulate the All Stars mission and strategies to a broad range of people
- Strong verbal and written communication skills
- Strong leadership, interpersonal, and relationship building skills
- Highly detail-oriented, organized, and motivated
- Performance and/or improvisation experience a plus
- Strong administrative skills including use of MS Word, Excel, PowerPoint, and Outlook
- Experience working with social media platforms preferred
- Bachelor's degree or equivalent experience preferred
- Ability to work on evenings and Saturdays

## **About All Stars**

ASP's mission is to transform the lives of youth and poor communities using the developmental power of performance, in partnership with caring adults. Our free, outside-of-school model programs—which are 100% privately funded—reach more than 20,000 inner-city youth and families in six cities each year.

Our model focuses on social and interpersonal development, relationship- and community-building. We make use of “performing on and off stage” as a powerful tool for growing and developing. We bridge opportunity gaps through volunteerism and direct partnerships between youth, affluent supporters, their families and companies.

In the San Francisco Bay Area, ASP is the standard bearer for how people – youth and adults, poor and affluent – can respond positively to deepening economic and social divisions. Our Youth Programs Coordinator plays a key frontline role in continuing and further growing the reach and impact of All Stars afterschool development in the Bay Area.

## **To Apply:**

Please submit a resume, cover letter, and minimum salary requirements to [jobs@allstars.org](mailto:jobs@allstars.org). Please indicate “Youth Programs Coordinator” in the subject line for fastest consideration.