



Title: Senior Assistant to the President and CEO

Job Location: New York City, NY

Status: Full Time – 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.*

Role Description:

The Senior Assistant to the President and CEO is a key member of the national staff and provides day-to-day support to the President and CEO and serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the President. This position is responsible for producing donor, board and other high-level meetings and events, domestic and international travel, correspondence, presentations, special projects and the management of contacts. The Senior Assistant supervises and trains the Coordinator in the Office of the President, overseeing their day-to-day work. This position requires exercising initiative and independent judgement in daily office activities in a high-level, fast-paced environment, using discretion in the dissemination of information.

Job Responsibilities

- Interface and communicate on behalf of the President with the public, other non-profits, community organizations, volunteers, prominent artists and elected officials.
- Manage the President and CEO's very active day-to-day schedule, travel arrangements and itineraries; maintain the All Stars Project calendar which includes all national activities.
- Provide support to implementing top level donor and board cultivation plans.
- Compose, produce and archive all correspondence on behalf of the President and CEO to business, board and other top end contacts.
- Produce and attend evening quarterly meetings of the Board of Directors.
- Prepare written, oral and visual presentations on behalf of the President and CEO for business meetings, including Board of Directors, local Board and staff meetings. This includes coordinating the production needs of meetings.
- Produce special events in the Office of the President as needed, both internal and external.
- Manage and keep up to date the Raiser's Edge and Outlook contact database for the President and CEO.
- Manage 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.
- Recruit and train a group of volunteers to assist in event and meeting producing.



Qualifications

- 2-3 years working in an administrative/operations role.
- Understanding of poverty-related issues and a commitment to creating educational and developmental opportunities for inner-city youth in outside of school contexts.
- Ability to clearly articulate the All Stars mission and strategies to a broad range of people.
- Strong verbal and written communication skills with proven success in written communication, including proofreading and editing.
- Strong leadership and interpersonal skills and the ability to interact and communicate professionally with individuals at all levels of the organization.
- Proven capacity to apply independent judgment in planning, prioritizing, organizing and performing multiple tasks in a diversified work load seamlessly, and with excellent attention to detail.
- Highly resourceful, organized, and motivated team player with the ability to also be extremely effective independently.
- Strong intellectual curiosity.
- Discretion and sensitivity in handling and safeguarding confidential information.
- 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 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 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 (Word or PDF format only) to jobs@allstars.org. Please tell us why you're interested in this role! Indicate “Senior Assistant to the President & CEO” 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/>