

Title: Program Coordinator, Development School for Youth

Job Location: Chicago, IL

Status: Full Time Non-Exempt

Reports to: Program Manager, DSY and Outreach, ASP of Chicago

Are you looking to perform, bring diverse people together, and make a direct impact with young people growing up in inner-city communities and caring adults who partner with them?

*Become a part of our **growing** national non-profit team whose **purpose** is to develop youth and bring out the **All Star** in everybody.*

Development School for Youth

The DSY is a rigorous performance-based leadership and development program for inner-city youth between the ages of 16-21, who partner with business professionals to guide them through an experiential process where they develop and learn how to perform successfully in professional environments. A unique feature of the DSY is our focus on the 'bottom 90%' – ordinary high school students living in Chicago's poorest communities.

The DSY program engages the impact of poverty on the lives and development of young people by using performance to bring poor youth into environments where they can grow and become more cosmopolitan. For most students, the DSY is their first exposure to corporate America.

The program, utilizing a performance approach, prepares them to navigate challenges and opportunities in new ways. Our outreach invites young people to try new performances with different kinds of people in environments they have never been in before.

Role Description:

The Program Coordinator, Development School for Youth (DSY) is an important part of the All Stars Project of Chicago programs team, playing a key role in the production and support of a dynamic and robust youth program.

The Program Coordinator, DSY is responsible for the day-to-day production of the DSY as well as the engagement and development of young people through the All Stars performance-based approach.

This role will track program attendance and statistics, input data, and produce program events – ranging from workshops both on-site and offsite at corporations – to larger events such as the DSY Graduation. During outreach and the DSY semester, the Program Coordinator will guide the DSY students in creating their professional performance.

This position also plays a vital role in the campaign to secure paid corporate internships for all of our DSY graduates.

Key Responsibilities

- Produce DSY program and events, including but not limited to: database information management (in Raiser's Edge and FileMaker Pro), pre-event production administration, post-production tracking. Maintain accurate and up to date filing systems of the outreach, workshops, and internship descriptions
- Participate with youth development team in the outreach, recruitment, interviewing and enrollment of young people to participate in All Stars programs

- Produce DSY program and related events, including, but not limited to: pre-event set-up and administration, load-in/out, and day-of production
- Solicit and track all necessary internship documentation to ensure companies and supervisors are prepared to receive summer interns
- Coordinate pre-internship meetings and onboarding preparation for students; serve as a relationship manager with DSY internship sponsors during course of the internship
- Draft and deliver written, verbal and scripted professional communication with various constituents including youth participants, Program Associates, volunteers, and business partners
- Work closely with volunteers to support DSY-related events and activities

Qualifications

- 2+ years experience in youth-related programming
- Proven ability to organize and produce small to mid-sized events or programs
- Understanding of poverty-related issues and a commitment to creating developmental opportunities for inner-city youth in afterschool contexts
- Passion and commitment to working with youth and poor communities
- Have an understanding of the importance of bringing together people of different backgrounds to create innovative programs and initiatives
- Strong interpersonal skills and the ability to interface with a broad variety of constituents, including youth participants, volunteer teams, and corporate partners
- Proficient in MS Office suite

Other Qualifications:

- Bachelor's degree or equivalent experience.
- Flexibility in schedule. Evenings and weekends are required for phone shifts, special events or other activities.

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 “Program Coordinator, DSY, ASP of Chicago” 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/>