



Title: Production & Operations Coordinator
Job Location: San Francisco
Status: Full Time Non-Exempt
Reports to: Executive Director

*Are you looking to have a direct **impact from your work**?
Are you passionate about **human development and social justice**?
Do you want to work in a **creative environment** where you'll be challenged and inspired?*

Join All Stars Project and take part in a national movement to engage poverty using an innovative performance-based approach that creates a sense of belonging for young people.

Job Summary

The Production & Operations Coordinator will join a dynamic team, building a unique partnership between young people and the San Francisco Bay Area business community that produces new opportunities and development for everyone. You will be responsible for setting the stage, and helping to create the conditions and environment for the success of our afterschool development programs and philanthropic partnerships.

This is a multi-faceted, hands-on role focused on producing our public program and fundraising events, providing logistical support for our programs and the operations of our office. This role is for someone who likes to make things happen, is professional and skilled at working with logistics, information and people. You will collaborate with our team in San Francisco and across the country to ensure that the inner-city young people who join our programs gain exposure to the broader world, expand their capabilities and identities, and create new possibilities for themselves, their communities and the world.

What You'll Do:

- **Event Production:**
 - Produce annual fundraising benefit luncheon, including developing and driving timeline, securing and working with venue, and managing the technical and staffing needs of the event. Oversee the development of scripts, printed materials, media elements (videos, slideshows). Recruit, prepare and supervise volunteer staff and coordinate day-of activities.
 - Lead non-fundraising elements of annual golf outing and post-round reception.
 - Produce weekly DSY sessions and major DSY public events, including Orientation, Graduation, Internship Kick-Offs and appreciation events and other activities. Work with corporate hosts, manage invitation process, and set up and supervise volunteer staffs.
 - Direct staffing requirements for all events and program activities, reviewing staffing plans and preparation for key events and activities.
 - Help develop communications for events including e-invites; use Eventbrite to track attendees.
 - Help track the progress of team projects, including using Sharepoint, Raisers Edge and other online tools.
- **Program support:**
 - Provide logistical support to the Development School for Youth program.
 - Manage venue booking, coordinate logistics (e.g. refreshments, youth transport, and student travel reimbursement process).
 - Manage program-related projects: mock job interview matching, internship onboarding.
 - Manage non-fundraising data and information management activities; track and report program statistics throughout the year.

- Lead our weekly evening volunteer work session (“Office Team”).
- **Operations:**
Manage our small office and oversee all elements of its upkeep, including:
 - Manage and maintain technology needs: computers, phones, printers, video-conferencing set up. Manage our cloud-based file storage. Ensure proper back-up and maintenance procedures are in place.
 - Manage aspects of the budget; ensure invoices are paid; manage petty cash.
 - Manage all aspects of insurance and other SOPs related to the operation of ASP.
 - Manage calendar of events.
 - Maintain inventory of office supplies.
 - Serve as primary point of contact with building management on space-related issues, including cleaning, upkeep, repairs, and security.

You are/have:

- A self-starter, who is passionate about taking action and “making things work.”
- Experienced in producing events.
- Highly detail- and process-oriented, organized and motivated.
- Strong administrative, project-management and data entry skills to produce quality results in a timely manner.
- Strong interpersonal and relationship-building skills, and the ability to interact and communicate professionally with individuals at all levels of an organization.
- Flexible and adaptable. You can engage with diverse projects at the same time – moving along the production of a \$500,000 fundraising event, resolving a colleague’s computer issues, welcoming visitors.
- A resilient problem-solver. You can apply independent judgement in planning, prioritizing and organizing diverse tasks.
- Proficient in Microsoft Word, Excel, PowerPoint and other MS Office programs. Have an aptitude for learning and making use of systems and technologies.
- Flexibility in schedule. Some evenings and weekends are required for events.
- Open to new ways of thinking about and addressing intractable social problems, including poverty and the failure of education.
- You are happy to work in a lean environment and are creative in making use of available resources and expanding them.
- Bachelor’s degree or equivalent experience desirable.

What We Offer:

- Competitive salary commensurate with experience
- Strong health care package and benefits
- An uplifting, positive organizational culture centered around team, performance and improvisation.
- The chance to work directly with an accomplished leader who is passionate about the power and potential of development, performance and philanthropic partnership to effect social transformation.
- Access to a world-class national network of support and ongoing professional development for your role

About All Stars

Founded in 1981, 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 community talent shows, leadership training in the corporate world, an award-winning police-community relations program, and more. We have transformed our unique programs into a movement reaching 20,000 inner-city youth and families each year in 6 cities, raising \$10 million annually in private funding.

We have become one of the country's leading Afterschool Development organizations, creating a new 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. For more information about All Stars, please visit www.AllStars.org.

How to Apply

Send resume and cover letter along with minimum salary requirements (Word or PDF format only) to jobs@allstars.org.

Indicate "Production & Operations Coordinator, ASP of the San Francisco" 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/>