



Title: Coordinator, Office of the CEO
Job Location: New York City, National Staff
Status: Full Time Non-Exempt (Non-Management)
Reports to: Chief of Staff, All Stars Project, Inc.

Job Summary

The Coordinator, Office of the CEO, is a key member of the national staff and one of two positions providing support to the CEO and the President. The Coordinator is responsible managing the website, project managing communications and marketing projects for the organization and maintaining media archives, including photos, videos and public relations coverage. The Coordinator also produces high-level philanthropic partners and thought leadership meetings and events, and works closely with the Assistant to the CEO to produce national staff and board meetings and to provide administrative support to the CEO and the President. The Coordinator reports to the Chief of Staff, All Stars Project, Inc.

Job Responsibilities

Project Management and Administration

- Provide backup administrative support to Senior Assistant in the Office of the CEO which includes scheduling meetings, arranging travel itineraries and meeting coordination.
- Provide support in implementing top level donor and board cultivation plans and maintain inventory of cultivation materials.
- Produce thought leadership and top down philanthropic partner meetings and events, including the coordination of agendas and written, oral and visual presentations.
- Assist in coordinating the production of quarterly Board of Director meetings.
- Manage budgets for the Office of the CEO.
- Respond to a variety of requests made by the CEO and the President which include but are not limited to ordering food, doing banking, scheduling personal appointments and purchasing supplies.
- Respond to additional requests made by the President and the Chief of Staff.

Communications and Marketing

- Schedule and organize the creation of content for the organization's website.
- Archive the organization's photos, videos and content on media platforms including YouTube, Vimeo and Flickr.
- Archive the organization's print, online and broadcast media coverage.
- Project manage branding and marketing projects, including annual reports, program brochures and video projects for the Office of the CEO.
- Provide administrative support for digital communications from the CEO and produce analytic reports on performance.

Qualifications

- Understanding of poverty-related issues and a commitment to creating educational and developmental opportunities for inner-city youth in outside of school contexts.
- Strong verbal and written communication skills.



- Strong leadership and interpersonal skills and the ability to interact and communicate professionally with individuals at all levels of the organization.
- Ability to articulate clearly the All Stars mission and strategies to a broad range of people.
- Proven capacity to apply independent judgment in planning, prioritizing, and organizing multiple tasks in a diversified workload.
- Highly detail-oriented, organized, and motivated.
- Strong intellectual curiosity.
- Discretion and sensitivity in handling and safeguarding confidential information.
- Proven success in written communication, including proofreading and editing.
- Comfortable working in a fast-paced entrepreneurial environment.
- Superb administrative skills including use of MS Word, Excel, PowerPoint, and Outlook.
- Experience using (or aptitude for learning) video editing software programs.
- Bachelor's degree or equivalent experience preferred.

About All Stars Project

The All Stars Project (ASP) is a growing national non-profit organization whose mission is to transform the lives of youth and poor communities using the developmental power of performance, in partnership with caring adults. The ASP's afterschool programs include leadership training where young people partner with the business community to help create professional performances, hip-hop community-based talent shows, and training in theater and the arts. Founded in 1981, the ASP is headquartered in New York City, currently operates in five locations across the United States, and reaches 10,000 young people from poor communities each year. The ASP is 100% privately funded, primarily by individual donors.

How to Apply

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

*Indicate “**Coordinator, Office of the CEO**” in the subject line of your email for fastest consideration. To learn more about the All Stars Project, please visit our website at <https://allstars.org/>*