



Operations Assistant

Part-time hourly (15-20 hours per week)

All Stars Project of Dallas

All Stars Project, Inc. Mission

We transform the lives of youth and poor communities using the developmental power of performance, in partnership with caring adults.

Job Summary

This important part-time hourly position works with the All Stars Project of Dallas (ASPD) team and is responsible for assisting in the administrative, operations and production support, working directly with the office management leadership. This position will support the ASPD team in all aspects of the running of the office, along with operations and production of our youth programs. This position reports to the Chief of Staff.

Job Responsibilities

- Assist with administrative work in support of the ASPD, including data inputting and tracking, budgeting and reporting, organizing mailings, calendaring, producing meetings and event materials, and other administrative work as needed.
- Assist with maintenance of the office space, including meeting with and scheduling vendors, researching and setting up meetings with potential vendors, and filling supply orders.
- Provide backup administrative support to ASPD leadership, including the VP/City Leader, which includes scheduling meetings, arranging travel itineraries and coordinating meetings.
- Produce and proofread communications as directed by Chief of Staff.
- Archive and organize ASPD print, online, and broadcast materials.
- Respond to additional tasks as requested by the VP/City Leader and Chief of Staff.
- Ability to work onsite in location near downtown Dallas, and remote 5-20% of the time.
- Reliable transportation to run errands as needed.

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 administrative skills including use of MS Word, Excel, PowerPoint, Google docs, and Outlook



- Strong desire for community organizing
- Strong passion to work in the non-profit sector
- Ability to effectively communicate and organize the programs' constituents including young people, volunteers and donors
- Demonstrated interest in inner-city youth development
- Valid driver's license 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 minimum hourly requirements (Word or PDF format only) to jobs@allstars.org. Please tell us why you're interested in this role! Indicate “Operations Assistant, ASP of Dallas” 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/>