



Title: Program Coordinator
Job Location: ASP of New Jersey
Status: Full Time, Non-Exempt
Reports to: Program Director, All Stars Project of New Jersey (ASP of NJ)

Job Summary

The Program Coordinator, ASP of NJ is a key member of the Development School for Youth (DSY) team who is responsible for the day-to-day coordination, event production, community organizing, and tracking activities for the DSY and other social development initiatives. In addition, this position supports the ASP of NJ team with communications, event production, and cultivation.

Job Responsibilities

Program Coordination and Outreach

- Maintain the databases for the program and track attendance and program requirements.
- Coordinate ASP's youth programs admissions process, including producing student interviews and maintaining accurate information in the database.
- Recruit volunteers/DSY alumni and create staff plans for community outreach sessions, phone shifts, and events.
- Produce program events including DSY orientations, graduations, receptions, meetings, and weekly workshops.

Event and Activity Producing

- Coordinate space requests and staff plans with operations department for all events held at ASP and with appropriate representative for off-site events and workshops.
- Serve as initial point person at off-site workshops, i.e. arriving early, ensuring professional production of workshops, greeting students and volunteers, liaising with workshop leaders, etc.
- Serve as point-person and Zoom host for virtual workshops and events.
- Coordinate multiple and varied production aspects of all ASP program events for other program initiatives, including but not limited to pre-event administration and day-of production.
- Assist with preparing correspondence and other communications and maintaining tracking documents relative to the DSY Internship program.

Administration

- Coordinate multiple and varied production aspects of ASP of NY/NJ programs and events including but not limited to database information management, pre-event production administration, post-production tracking, etc.
- Manage data input team and database information management for the DSY database.
- Create and disseminate written, verbal, and scripted communication with various constituents including program participants, program associates, volunteers, and business partners.
- Create monthly email marketing documents that make alumni and newly enrolled participants



aware of programs and community building activities offered by the ASP of NJ.

Other Responsibilities

- Recruit and schedule youth for various ASP events and functions.
- Respond to the requests of the Program Director and the City Leader as needed.

Qualifications

- 3+ years of relevant experience
- Understanding of poverty-related issues and a commitment to creating educational and developmental opportunities for inner-city youth in outside of school contexts
- Strong, proactive team player
- Ability to clearly articulate the All Stars mission and strategies to a broad range of people
- Strong verbal and written communication skills
- Superb administrative skills including use of MS Word, Excel, PowerPoint, and Outlook
- Community organizing skills and demonstrated ability to lead outreach work in poor communities.
- Flexibility in schedule. Evenings and some weekends required for workshops, phone shifts, special events, and other activities.
- Strong connection to Newark community preferred
- Bachelor's degree preferred
- Experience with Zoom, Microsoft Teams, and other video conferencing platforms preferred
- Experience with FileMaker, Airtable, and other database programs preferred

All Stars Project, Inc.

ASP's mission is to transform the lives of youth and poor communities using the developmental power of performance, in partnership with caring adults. Our free, outside-of-school model programs—which are 100% privately funded—reach more than 20,000 inner-city youth and families in six cities each year. All Stars Project of NY started in 1981 and has grown nationally for almost 40 years. ASP of NJ launched in 1999 in Newark, and in 2013 opened the Scott Flamm Center for Afterschool Development in downtown Newark. In 2017, we expanded our New Jersey footprint to include Jersey City.

Please send resume with salary requirements to jobs@allstars.org