



Title: Administrative Specialist
Job Location: Dallas, TX
Status: Full-Time, Non-Exempt
Reports to: Chief of Staff, All Stars Project of Dallas

*Are you looking to make a direct **impact** on youth and poor communities by **developing** the lives of the people you reach?*

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

All Stars Project, Inc. Mission

Through the developmental power of performance we transform the lives of youth from poor and underserved communities in partnership with caring adults, giving everyone the opportunity to grow.

Role Description:

The All Stars Project (ASP) is seeking an Administrative Specialist who is a dynamic and dedicated individual who will ensure a high level administrative support to three key leaders of the ASP in Dallas: the Chief Executive Officer, the President, and the Vice President/City Leader of the ASP of Dallas. This person provides day-to-day assistance to these executives, including meeting scheduling and coordination, small events productions, travel, correspondence, and presentations. The successful candidate is incredibly detail oriented, produces high-level work in a fast-paced environment, and exercises discretion and diplomacy in all interactions. This position reports to the Chief of Staff, ASP of Dallas.

Job responsibilities:

Executive Support

- Produce and prepare written, oral and visual presentations, letters, and memos on behalf of executives for business meetings. This includes coordinating the production needs of meetings.
- Coordinate and manage the VP/City Leader's day-to-day schedule, contact database, travel arrangements, itineraries, and outside organization events and trainings.
- Respond to a variety of requests made by executive leadership including but not limited to organizing deliveries, scheduling personal appointments, trouble-shooting issues remotely, producing mailings, and meeting and special event production.
- Assist with the production of quarterly board of director meetings, special board meetings, town halls, and other special events.
- Work closely with the Office of the CEO and President of All Stars Project, Inc. and respond to additional tasks as requested by the Chief of Staff of the ASP Inc. and the Assistant to the CEO.
- Respond to additional tasks as requested by Chief of Staff, ASP of Dallas.

Administration

- Coordinate in-office and remote set up and maintenance including and not limited to computers, office supplies, materials for meetings, and coordination between offices and remote locations.
- Maintain the All Stars Project of Dallas local calendar which includes all activities, out of office dates, meetings, etc.

Qualifications

- 3-4 years administrative experience
- Strong verbal and written communication skills with proven success in written communication, including proofreading and editing



- Strong leadership and interpersonal skills and the ability to interact and communicate professionally with individuals at all levels of the organization
- Proven capacity to apply independent judgment in planning, prioritizing, organizing and performing multiple tasks in a diversified workload seamlessly, and with excellent attention to detail
- Team player and flexibility in adjusting to new direction and new environments
- Understanding of poverty-related issues and a commitment to creating educational and developmental opportunities for inner-city youth in outside of school contexts
- Discretion and sensitivity in handling and safeguarding confidential information
- Comfortable working in a fast-paced entrepreneurial environment
- Superb administrative skills including use of MS Word, Excel, PowerPoint, and Outlook
- Knowledge and strong acumen of basic computer operations and maintenance
- Willingness to work some evenings and weekends, as needed
- Valid driver's license
- Experience with non-profit industry preferred
- Providing proof of Covid-19 vaccination is required
- Bachelor's degree or equivalent experience preferred

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 “Administrative Specialist” 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/>