



**Title:** Program Coordinator  
**Job Location:** All Stars Project of Chicago  
**Status:** Full Time, Non-Exempt  
**Reports to:** Associate Director, Programs & Operations

*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.*

### **Job Summary**

The Program Coordinator, All Stars Project (ASP) of Chicago is a key member of the programs team, who is responsible for the day-to-day coordination, event production, community organizing, and tracking activities for the Development School for Youth (DSY), All Stars Talent Show Network (ASTSN), and other social development initiatives. In addition, this position supports the ASP of Chicago 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 and program alumni; create staff plans for community outreach sessions, phone shifts, and events.
- Produce program events including DSY orientations, graduations, receptions, meetings, and weekly workshops.
- Recruit and schedule youth for various ASP events and functions.

#### *Event and Activity Producing*

- While virtual and hybrid as we transition back to in person programming, coordinate space requests and staff plans with the operations department for all events held virtually, at ASP offices, and with appropriate representatives 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 for the DSY Internship program.



### **Administration**

- Coordinate multiple and varied production aspects of ASP of Chicago 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 for alumni and newly enrolled participants to make them aware of programs and community building activities offered by the ASP of Chicago.

### **Qualifications**

- 1-3 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
- Experience with Zoom, Microsoft Teams, and other video conferencing platforms preferred
- Experience with FileMaker, AirTable, and other database programs preferred
- 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
- Providing proof of Covid-19 vaccination is required
- Bachelor's degree or equivalent experience preferred

### **About the All Stars Project:**

*Through the developmental power of performance, the All Stars Project (ASP) transforms the lives of youth from poor and underserved communities, in partnership with caring adults, giving everyone the opportunity to grow. While the ASP's afterschool programs include talent shows, training in theatre and the arts, and programs where we partner with the business community to help young people create a professional performance, we are doing so much more – we are building community and imagining possibility. Founded in 1981, the ASP is headquartered in New York City, and currently operates in five locations across the United States (New York, New Jersey, San Francisco Bay Area, Chicago and Dallas). The ASP is primarily privately funded, with 2/3 of our support coming from individuals.*

*Each year, All Stars afterschool development programs involve tens of thousands of inner-city young people and adults from all walks of life in transforming their lives and communities. The ASP believes afterschool is the best way to bring young people growing up in poor communities into the mainstream. They start to connect to opportunities, to the world of success, to the business community and have experiences that are very far from where they come from, sparking their desire to learn and grow.*



## **How to Apply**

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

*Indicate "**Program Coordinator, ASP of Chicago**" 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/>*