



**Title:** Youth Programs and Outreach Specialist

**Job Location:** All Stars Project of New Jersey – Newark and Jersey City, NJ

**Status:** Part Time Non-Exempt

**Reports to:** Director, Program Partnerships and Involvement, All Stars Project of New York and New Jersey

### **Job Summary**

This important role works closely with the Director, Program Partnerships and Involvement, as part of the All Stars Project of New Jersey program staff, led by the ASP of New Jersey City Leader and Vice President. This position is responsible for supporting the program outreach, organizing, production, tracking and volunteer activities that are designed to extend the impact of the ASP of NY and NJ youth programs, primarily the Development School for Youth (DSY), in Newark and Jersey City.

### **Job Responsibilities**

- Lead the production of all key ASP of New Jersey program events for the DSY, and other program initiatives (Police and Community Relations) including but not limited to pre-event administration, production plans, set up, day-of production and post-event reports.
- Organize/schedule all DSY activities (pillars, workshops, community and cultivating activities)
- Lead the production of DSY weekly workshops, in-person, off-site and virtual, including liaising with workshop leaders and greeting and leading performance activities with young people.
- Lead and produce community organizing activities such as school and community outreach, and community building activities such as event outreach, summer “street performance”, and phone shifts to meet new program participants, donors and volunteers for the ASP.
- Organize DSY alumni to volunteer and serve as ambassadors to the programs.
- Play a key role in Internship Placement for the DSY Summer Internships.
- Maintain Accurate and up-to-date filing systems for ASP New Jersey youth programs and events including but not limited to data input, database information management, file maintenance, youth tracking, pre-event production administration, post-production tracking, etc.
- Respond to additional requests made by the Director, Program Partnerships and Involvement.

### **Qualifications**

- 3+ years of experience in producing small and midsized events
- Strong verbal and written communication skills
- Highly detail-oriented, organized, and motivated
- Strong problem solving/decision making skills
- Strong interest in community organizing and demonstrated ability to lead outreach in poor communities
- Strong administrative skills including use of MS Word, Excel, PowerPoint, and Outlook
- Demonstrated ability to effectively communicate with the program’s many constituents including young people, volunteers, community members, and philanthropic partners
- Understanding of poverty-related issues and a commitment to creating educational and developmental opportunities for inner-city youth in outside of school contexts
- Experience working in databases i.e. AirTable, NXT
- Bachelor’s degree or equivalent experience preferred
- Valid driver’s license required
- Ability to work on evenings and Saturdays
- Providing proof of Covid-19 vaccination is 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 7 cities, and raising \$11 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.