



Title: Production and Operations Coordinator
Job Location: Dallas, TX
Status: Full-Time, Non-Exempt
Reports to: Director of Production and Operations, ASP 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 Production and Operations Coordinator, All Stars Project of Dallas (ASP of Dallas) is tasked with ensuring operational excellence in event producing, office management, information technology and overall coordination among ASP of Dallas programs and activities. The successful candidate will play a key role in supporting, producing and implementing a new national program of the All Stars Project, Operation Conversation. Operation Conversation is the All Stars Project's newest bridge-building initiative, created to address the social and racial divides in America. The Production and Operations Coordinator will also work with key staff members on implementing strategies, policies, and best practices for the ASP of Dallas program production and operations, including the re-opening and management of our ASP of Dallas office as we return to in person work and activities.

Job responsibilities:

Operations

- Provide administrative support for the ASP of Dallas, including data inputting and tracking, budgeting and reporting, organizing mailings, calendaring, producing meetings and event materials and other administrative work as needed.
- Coordinate the maintenance of ASP of Dallas office space, including meeting with and scheduling vendors, researching new vendors, and filling supply orders.
- Manage technology needs and repairs including computers, phones, video conferencing, security, and other office technology for ASP of Dallas staff.
- Provide backup administrative support for executives, ASP of Dallas VP/City Leader and All Stars Project CEO and President, which includes scheduling meetings, updating contact information, creating agendas, arranging travel itineraries and meeting coordination.
- Produce and proofread communications as directed by Director of Production and Operations, ASP of Dallas.
- Archive and organize print, online, and ASPD broadcast material.
- Respond to additional tasks as requested by Director of Production and Operations and VP/City Leader.

Production of Programs and Events

- Assist with projects in support of Operation Conversation including producing timelines, event materials; database entry and tracking; and reporting functions.
- Serve as production assistant for Operation Conversation, including keeping timeline on track to ensure that production needs are met in a timely manner.



- Coordinate the specifics of the website calendar with Operation Conversation activities.
- Assist with the production of meetings, program activities and special events, including local board meetings, town halls, fundraising and other special events.
- Provide other administrative and project support as needed by the Director of Production and Operations, the Operation Conversation Production Team, and the VP/City Leader.

Qualifications

- 1-3 years of relevant experience in nonprofit operations and/or program execution, event production and managing IT systems
- Strong verbal and written communication skills with proven success in written communication, including proofreading and editing
- Comfortable working in a fast-paced entrepreneurial environment
- Interpersonal skills and the ability to interact and communicate professionally with individuals at all levels of the organization
- Ability 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 directions 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
- Event production and project management skills to deliver quality results in a timely manner
- Superb administrative skills including use of MS Word, Excel, PowerPoint, and Outlook
- Skill/experience in managing office equipment including but not limited to knowledge and strong acumen of basic computer operations and maintenance for both Mac and PC computers
- Willingness to work some evenings and weekends, as needed
- Valid driver's license required
- 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 “Production and Operations Coordinator” 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/>