



**Title:** Program and Outreach Coordinator  
**Job Location:** Dallas, Texas  
**Status:** Full-Time, Non-Exempt  
**Reports to:** Senior Programs Manager

### **Role Description**

The Program and Outreach Coordinator, All Stars Project of Dallas (ASPD) 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 all other ASPD community-oriented program and outreach initiatives. In addition, this position will support the ASPD team with communications, event production, program development, and cultivation.

### **Job Responsibilities**

#### *Program Coordination*

- Produce program and related activities for the Development School for Youth (DSY) – admissions process, interviews, orientations, workshops, graduations, internship supervisor training, and other meetings and events – including but not limited to pre-event administration, load-in and out and set up, and day-of production.
- Coordinate all youth participants and business leaders for DSY classes and coordinate the summer internship placement and onboarding processes.
- Participate in philanthropic partner acquisition activities such as “DSY Breakfast”.
- Coordinate all youth, educators, and community partners for leadership workshops.
- Support recruitment for Development Coaching.
- Produce multiple and varied production aspects of ASPD program events for the All Stars Talent Show Network (ASTSN), special programs, and all other community-oriented programs, including but not limited to pre- and post-event administration, load-in and out and set up, and day-of production.
- Assist in set up and production of various aspects of ASPD-wide activities and major events, including ASPD Spring and Fall Benefits.
- Perform administrative aspects of ASPD programs and events including but not limited to database information management (Raiser’s Edge, AirTable), pre-event production administration, post-production tracking, etc. Maintain accurate and up-to-date filing systems of the outreach, programs, operations and fundraising priorities.
- Draft and deliver written, verbal and scripted professional communication for various constituents including program participants, volunteers, community partners and business partners.

#### *Program Outreach*

- Coordinate and participate in all aspects of ASPD community organizing and school outreach to involve youth and partners in programs.
- Participate in the outreach, recruitment and organizing of new volunteers for ASPD, including volunteer orientations.
- Participate in, lead, and train volunteers in the street outreach, school outreach, and phone shifts for the ASPD.
- Assist with coordinating and executing the social media plan for ASPD.
- Represent ASPD through networking at outreach events and at activities hosted by the organization.
- Respond to additional requests made by the Senior Programs Manager and the Director of Youth and Community Development of the ASP of Dallas.



## Qualifications

- Proven ability to organize and produce small and mid-sized events or programs
- Understanding of poverty-related issues and a commitment to creating educational and developmental opportunities for inner-city youth in outside of school contexts
- Community organizing skills and demonstrated ability to do outreach work in poor communities
- Strong verbal and written communication skills
- Ability to effectively communicate the All Stars' mission and strategies to a broad range of constituents including young people, volunteers, community members, community leaders, and philanthropic partners
- Strong leadership, interpersonal, and relationship building skills
- Strong, proactive team player
- Highly detail-oriented, organized, and motivated
- Strong administrative skills including use of Microsoft Word, Excel, PowerPoint, and Outlook
- Experience with AirTable, Raiser's Edge, and other database programs preferred
- Experience with video conferencing platforms preferred (Zoom, Microsoft Teams, Skype, WebEx)
- Demonstrated skills in creating and using email marketing tools and social media platforms
- Performance and/or improvisation experience a plus
- Ability to speak Spanish a plus
- Valid driver's license required
- Ability to work on evenings and Saturdays 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 along with minimum salary requirements (Word or PDF format only) to [jobs@allstars.org](mailto:jobs@allstars.org). Please tell us why you're interested in this role! Indicate “**Program and Outreach Coordinator, ASP of Dallas**” 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/>.