



**Program and Operations Assistant
All Stars Project of New Jersey**

Part Time: 20-25 hours/week

Pay range: \$15-\$18 per hour, commensurate with experience

All Stars Project, Inc.

All Stars Project's (ASP) mission is that 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. Our free, outside-of-school model programs—which are 100% privately funded—reach more than 20,000 inner-city youth and families in six cities each year.

Position Summary:

The Program and Operations Assistant will assist the All Stars Project of New Jersey (ASP of NJ) team in fulfilling the operational and production functions for ASP youth programs, advancing the All Stars presence at the Gateway Center, and running the overall ASP of NJ business, ensuring operational excellence. The primary responsibilities are to assist in administrative tasks, community outreach, office set-up and operations, event production, and organizing for our various programs: Operation Conversation: Cops & Kids, the Development School for Youth (DSY), the All Stars Talent Show Network, Talented Volunteers and other events and activities. The Program and Operations Assistant will report to the Production and Operations Specialist, ASP of NJ.

Responsibilities may include, but are not limited to:

Programs:

- Support program data entry and database maintenance
- Assist in the coordination of the youth programs admissions process
- Coordinate volunteer and intern activities
- Participate in and lead community outreach activities, including phone shifts, job fairs, and school and street outreach
- Train volunteers in phone shift and community outreach performances

Production:

- Assist the Production and Operations Specialist in the production of organization-wide events, including local board meetings, town halls, fundraising events, and other special events
- Order and compile the materials for ASP meeting packets
- Organize and track Airtable office space base and Better Space booking
- Update and share Team Up calendar and tracking documents

Operations:

- Ensure the ASP NJ office is orderly, presentable and set up for daily work, events and activities
- Assist with inventory and ordering supplies
- Assist with the coordination of tour trainings and tours
- Be a resource to all visitors, direct inquiries and calls to the assigned team members
- Assist Production and Operations Specialist in tracking and reporting visitor statistics
- Assist in following and maintaining security and standard operating procedures

Qualifications:

- Commitment to inner city youth development
- Strong interpersonal skills; ability to relate to youth, volunteers, staff leaders and professional partners



- Verbal and written communication skills – including public speaking
- Computer skills including Microsoft Office programs, specifically Microsoft Excel and Microsoft Word
- Organized and extremely detail oriented
- Comfortable working in a fast-paced entrepreneurial environment
- Team player and flexibility in adjusting to new directions and new environments
- Flexible schedule that includes evenings and some Saturdays
- Comfortable working outside the office in diverse community and professional environments
- Access to vehicle/ ability to drive is a plus
- Providing proof of Covid-19 vaccination is required

How to Apply

Send resume and cover letter along with minimum salary requirements (Word or PDF format only) to jobs@allstars.org. Indicate "Program and Operations Assistant" 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/>