



**Title:** Coordinator, Office of the CEO and the President  
**Job Location:** New York City, National Staff  
**Status:** Part-Time / Temporary / Non-Exempt / Hybrid  
**Reports to:** Chief of Staff, All Stars Project, Inc.  
**Pay Range:** \$25-\$32 per hour

### **Job Summary**

The Coordinator provides administrative and production support to the Office of the CEO and the President in the production of high-level meetings and events with philanthropic partners and thought leadership, national staff and board town halls and board of director meetings and gatherings.

### **Job Responsibilities**

- Provide backup administrative support to Assistant in the Office of the CEO which includes scheduling meetings, arranging travel itineraries and meeting coordination.
- Assist in coordinating the production of quarterly Board of Director meetings and bi-annual Board Town Halls, monthly staff town halls and high level meetings with philanthropic, cultural and academic partners.
- Respond to additional requests made by the Chief of Staff or Assistant to the CEO.

### **Qualifications**

- Strong administrative skills including use of MS Word, Excel, PowerPoint, and Outlook
- Comfortable working in a fast-paced entrepreneurial environment
- Detail-oriented, organized, and motivated
- Strong verbal and written communication skills
- Discretion and sensitivity in handling and safeguarding confidential information
- Proven success in written communication, including proofreading and editing
- Understanding of poverty-related issues and a commitment to creating educational and developmental opportunities for inner-city youth in outside of school contexts
- Strong intellectual curiosity
- Experience using (or aptitude for learning) video editing software programs
- Bachelor's degree or equivalent experience preferred
- Providing proof of Covid-19 vaccination is required

### **About 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. The All Stars Project is a 40-year-old, fast-paced and entrepreneurial national nonprofit organization, reaching 20,000 inner-city youth and their families in innovative, free programs in six cities each year. All Stars raises \$10 million in private funding annually from more than 4,000 individual, corporate and foundation supporters.

### **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 "Coordinator Office of the President and CEO" 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/>