



**Title:** Programs and Production Assistant  
**Location:** All Stars Project of New Jersey  
**Job Status:** Part-time, Non-exempt, On-site  
**Reports to:** Director of Youth Programs, ASP of NJ  
**Salary:** \$15.00-\$18.00 per hour /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 underserved youth and families in six cities each year.

### **Job Summary**

The Programs and Production 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 ensuring programmatic excellence. The primary responsibilities are to assist in administrative tasks, community outreach, youth programs logistics, event production, and organizing for our various programs: Operation Conversation: Cops & Kids (OCCK), the Development School for Youth (DSY), the All Stars Talent Show Network (ASTSN) and other events and activities. The Programs and Production Assistant will report to the Director of Youth Programs, ASP of NJ.

### **Specifics**

- This position is estimated to start in July 2024
- Approximately 20-25 hours/week
- Schedule flexibility required, including evenings and occasional Saturdays

### **Job 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 shifts and community outreach performances
- Assist in following and maintaining security and standard operating procedures
- Assist with inventory and ordering supplies

#### *Production:*

- Assist the Programs Coordinator in the production of youth program events, including DSY activities, ASTSN cycle events, OCCK workshops, and other special events
- Order and compile the materials for youth programs events
- Organize and track youth programs Airtable workspaces and associated databases
- Update and share Team Up calendar and tracking documents
- Assist in following and maintaining security and standard operating procedures
- Ensure the ASP NJ production standard procedures for daily work, events and activities are maintained



## **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 applications, 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](mailto:jobs@allstars.org). Indicate “Programs and Production 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/>.