



Title: Performance Programs Assistant
Location: All Stars Project of New Jersey
Job Status: Part-time/Temporary, Non-exempt, On-site
Reports to: Youth Programs Coordinator, 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 Performance Programs Assistant will assist the All Stars Project of New Jersey (ASP of NJ) team in fulfilling the operational and production functions for ASP performance 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, performance programs logistics, event production, and organizing for our various programs: All Stars Talent Show Network (ASTSN), Performance Workshops, MLK Day and other events and activities. The Performance Programs Assistant will report to the Youth Programs Coordinator, ASP of NJ.

Specifics

- This position is temporary and estimated to start in September 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
- 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 with inventory and ordering supplies

Production:

- Assist the Programs Coordinator in the production of youth program events, including ASTSN cycle events, Performance Workshops, MLK Day activities, and other special events
- Order and compile the materials for performance programs events
- Organize and track youth programs Airtable workspaces and associated databases
- Update and share the 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 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
- Experience with improv and performance is a plus

How to Apply

Send resume and cover letter along with minimum salary requirements (Word or PDF format only) to jobs@allstars.org. Indicate “Performance Programs 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/>.