All Stars Project of New Jersey

Title: Operations and Production Intern

Location: Newark, NJ

Job Type: Co-op/Internship

Compensation Type: Unpaid

Start Date: 9/5/2017

Job Description:

Do you have a passion for becoming a leader? Do you wish to be able to affect social change for some of New Jersey’s most talented youth? Are you eager to begin a public service career and looking for hands on experience? The All Stars Project of New Jersey Operation and Productions Internship is an exciting opportunity for individuals looking to cultivate and enhance their skills while using the power of performance to serve youth.

We are looking for energetic, creative, and passionate interns to join our growing team of professionals. You will be offered the opportunity to work on exciting projects such as organizing and initiating outreach efforts for programs such as: the Development School for Youth (DSY); Operation Conversation: Cops & Kids; the All Stars Talent Show; Talented Volunteers and other activities. The Operations and Production intern will learn the ins and outs of running a center as well as learn how to organize and prioritize administrative tasks, welcome guests as a part of the informational booth staff, and manage database entry.

Primary Responsibilities:

- Facility Maintenance of the Scott Flamm Center for Afterschool Development
  - Complete facility and security walk-throughs weekly
  - Make sure that each room is orderly, presentable and set up for upcoming events and activities
  - Assist with inventory and ordering supplies
- Information Booth Reception
  - Participate in creating a professional, warm and welcoming environment for all visitors to the Scott Flamm Center for Afterschool Development
  - Be a resource to all visitors, direct inquiries and calls to the correct departments
  - Assist Operations and Production Coordinator in tracking and reporting visitor statistics
- Outreach
  - Assist in program database entry and maintenance
  - Participate in phone shifts
  - Organize and update social media platforms; compose Facebook, Twitter, Instagram and LinkedIn updates. Strategize new ways to reach broader audiences
- Producing Events
  - Assist Operations and Production Coordinator in organization-wide events and activities
  - Assist in the production of Operation Conversation: Cops and Kids workshops and pre-workshops
  - Assist in set up for Development School for Youth workshops and other events. Tasks including room set up, nametags, sign in sheets, registration, data entry, etc.
  - Order and compile the material for ASP meeting packets as directed
Qualifications:

- Commitment to inner city youth development
- Be able to commit 20 hours/week
- Comfortable working outside the office in diverse community and professional environments
- Public speaking skills
- Strong interpersonal skills; ability to relate to youth, volunteers, staff leaders and professional partners
- Verbal and written communication skills
- Computer skills including Microsoft Office programs, specifically Microsoft Excel

Application Instructions: Please send all resumes and inquiries to Gabby Samad at gsamad@allstars.org.

About the organization: The All Stars Project of New Jersey (ASP NJ), part of the national nonprofit, All Stars Project Inc., has been located in Newark since 1999, and reaches more than 2,000 young people in and around Newark annually. The ASP NJ sponsors innovative afterschool programs for young people – and people of all ages – from the poorest neighborhoods in and around Newark. Our focus is on development, and we make use of play, performing and pretending, to help young people see and create new possibilities in their lives. We opened the Scott Flamm Center in March 2013, and with its award-winning design, it’s our latest and most powerful tool for bringing cutting edge afterschool programs and practices to the poorest kids and for bringing development out to all of New Jersey’s people and communities. ASPNJ’s approach is based on understanding that development is a foundation for learning and that afterschool is the best environment for fostering that development for children and youth.

For more information about the All Stars Project please check out our website! http://allstarsproject.org/