All Stars Project of NJ

Title: Operations and Production Intern

Location: Newark, NJ

Job Type: Co-op/Internship

Compensation Type: Non-paid

Wage:

Start Date: 5/30/2017

End Date: 5/26/2017

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
• Organized and extremely detail oriented
• Flexible schedule that includes evenings and some Saturdays

Application Instructions: To apply for this position, please email your resume and cover letter to Gabby Samad at gsamad@allstars.org

Disclaimer Information

About the organization: The All Stars Project (ASP) is a privately funded national nonprofit organization founded in 1981. Each year ASP involves over 10,000 young people in its afterschool development programs in six cities across the country. ASP is supported by tens of thousands of individual donors nationwide that have given $110 million and millions of hours of personal time to share their lives, expertise, and workplaces with some of our nation’s most disadvantaged young people.