



Position: National Program Assistant
Organization: After-School All-Stars
Location: Los Angeles, CA
Reports to the National Vice President of Programs

Organization Background:

Founded in 1992, [After-School All-Stars](http://www.afterschoolallstars.org) is a national non-profit organization which provides free, daily afterschool programs to nearly 75,000 youth at over 350 school sites in 19 chapters across the U.S. Our goals for our All-Stars are the same we have for our own children: to be healthy and active, to graduate high school and go on to college, to find a job that they love and to give back to their communities.

A Unique Opportunity

After-School All-Stars is looking for a creative, responsible, and resourceful National Program Assistant to provide administrative, logistical, and communication support for the National Program Division. Ultimately, a successful Program Assistant should ensure the efficient and smooth day-to-day operation of the National Program Division.

Responsibilities include:

- Assist the Vice President of Programs, Director of Curriculum and Training, and Talent and Recruitment Manager as needed
- Organize and schedule appointments
- Plan meetings and take detailed minutes
- Assist with National Program communications including e-newsletters, social media, network updates, email, memos, and other correspondence as needed
- Prepare documents, reports, files, binders and other resources used for the purposes of training, presentations, or general dissemination of information
- Format, edit, and stylize resources developed by the National Program Division
- Act as liaison for the Program Division and/or draft and edit written correspondence on behalf of the Program Division
- Collaborate with National Executive, HR, Operations, Evaluation, Marketing, and Development departments
- General administrative support, including scheduling national meetings, and booking travel and accommodations as necessary
- Submit and reconcile expense reports
- Perform other duties as assigned

Who should apply?

The Program Assistant will embody ASAS's core values: entrepreneurial, collaborative, transparent, accountable, and proactive. The individual is expected to be a self-starter with strong writing skills. Other requirements of the position include excellent time management skills, the ability to prioritize work, attention to detail, and problem-solving skills. The individual will have a familiarity with and passion for the mission of ASAS. An undergraduate degree is required.

Salary and Benefits:

The starting salary for this position is \$20 per hour and commensurate with qualifications and experience of the individual candidate. ASAS offers competitive benefits including, but not limited to health, dental, vision, an employer match for our 403(b) plan, 15 paid holidays, and 18 days of paid time off. This position is full-time, non-exempt.

How to apply:

If you are interested in applying for the position, please submit a cover letter and resume via e-mail to asasjobs@afterschoolallstars.org. Please include "Program Assistant" and your last name in the subject heading.

To learn more about ASAS, please visit our website:
www.afterschoolallstars.org