



Position: Marketing and Communications Assistant

Organization: After-School All-Stars

Location: National Headquarters in Los Angeles, CA

Organization Background:

Founded in 1992, [After-School All-Stars](#) is a national non-profit organization which provides free, daily afterschool programs to nearly 70,000 children on over 300 school sites in 19 chapters across the U.S. Our goals for our All-Stars are: 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. We achieve this by identifying and fueling our students' individual passions, tying their interests to tailored academic support, enrichment and health and fitness programming.

A Unique Opportunity:

The Marketing & Communications Assistant (MCA) role for the National Headquarters of After-School All-Stars reports to the VP, Content Marketing & Communications. The MCA will support the marketing team in the stewardship and execution of a robust social media strategy, email campaigns, website maintenance, and support for both the national website and ASAS chapter websites, ordering swag and apparel for both the national office and ASAS's chapter network.

General responsibilities include:

- Draft written correspondence, copy writing and post copy for: All-Star Moments, press releases, social post copy, and blog post writing and editing
- Manage the blog and website
- Draft and edit PowerPoint decks for marketing, development, and office of the CEO
- General Administrative Support: logistical event planning assistance; supporting ad hoc staff administrative tasks as needed
- Handle all travel for the marketing team
- Other duties as assigned

Who should apply?

The MCA will embody ASAS's core values: entrepreneurial, collaborative, transparent, accountable, and proactive. An undergraduate degree is preferred. The successful candidate will be extremely organized and detail oriented, have strong communication skills, and be capable of multi-tasking and juggling multiple priorities and deadlines.

Salary and Benefits:

This is a full-time, non-exempt position, with a starting salary of \$20/hour. ASAS offers competitive benefits including, but not limited to health, dental, and vision.

How to apply:

Please submit a resume, cover letter, and writing sample via e-mail to: asajobs@afterschoolallstars.org. Your cover letter should be in PDF format, addressed to the Senior Director of Talent Development, and indicate how your experience is relevant to this role with [After-School All-Stars](#). Please put "MCA" and your last name in the subject heading.