



Position: Program Manager
Organization: After School All-Stars
Location: Camden, NJ

ORGANIZATION BACKGROUND:

Founded in 1992, [After-School All-Stars](#) provides free, daily afterschool programs to over 90,000 youth in over 450 school sites in 19 chapters across the U.S. Our vision is for our All Stars to be safe and healthy, to graduate high school and go on to college, to find a career 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. After-School All-Stars gives its students a safe-haven during the hours of 3pm-6pm—the time of day when youth violence, drug use and other delinquent behaviors are most likely to occur. By creating caring youth adult relationships and incorporating service learning into all that we do, we help our All-Stars gain the confidence, skills and role models they need to become leaders in their community.

A UNIQUE OPPORTUNITY:

After-School All-Stars is currently seeking a Program Manager to enhance program operations at ASAS New Jersey. The NJ Program Manager will embody ASAS NJ's core competencies: STRUCTURE, ACCOUNTABILITY, RESPONSIBILITY, AND PRIDE and demonstrate the ability to ensure our sites operate in compliance and our students participate in varied programming in a safe and supportive environment. The Program Manager demonstrates excellent organizational skills, relationship-building and collaboration skills, consistent attention to detail, the ability to juggle multiple projects and tasks simultaneously, and a commitment to the mission of ASAS. The NJ Program Manager reports to the NJ Program Director and co-manages five ASAS NJ sites. The Program Manager will assist the Program Director with managing Program Operations for all New Jersey sites.

SPECIFIC RESPONSIBILITIES:

- Supervising five (5) ASAS NJ Site Coordinators (SC) to lead Program Operations at their sites
- Supporting SCs with effective program plan roll-out throughout the year that includes strategic planning, session planning, developing student class selections, assisting with and preparing for site visits, ensuring alignment with core program initiatives, planning field trips and coordinating culminating events
- Supporting program implementation per ASAS National Initiatives and NJ Program Plan
- Developing student recruitment and retention plan; overseeing implementation
- Coordinating and lead staff recruitment opportunities (job fairs, university pipeline partnerships)
- Coordinating initial onboarding of newly hired SCs
- Traveling daily to school sites and occasionally to off-site meetings, trainings and events

WHO SHOULD APPLY?

The Program Manager will embody ASAS's core values: entrepreneurial, collaborative, transparent, accountable, and proactive.

Our ideal candidate would also have experience working within nonprofit programs and/or evaluation.

- A passion for ASAS' mission and familiarity with issues impacting the youth and communities we serve
- Experience working in nonprofit/educational programs and/or nonprofit program evaluation is highly valued
- Strong verbal and written communication skills, including interpersonal, organizational, and project management skills
- Ability to work efficiently in a fast-paced environment
- Dedicated to continual learning and development
- Flexible and able to adapt to changing position demands and shifting organizational priorities
- Strong computer skills. Knowledge of Microsoft Office Suite is required
- An undergraduate degree is required



Position: Program Manager
Organization: After School All-Stars
Location: Camden, NJ

SALARY AND BENEFITS:

The salary for this position is commensurate with qualifications and experience of the individual candidate. ASAS promotes a healthy work/life blend and offers a competitive benefits package, including medical, dental, vision, a 403b match, 18 days of paid time off, flex time, and 15 paid holidays.

ASAS is an equal opportunity employer and candidates of diverse backgrounds are encouraged to apply.

HOW TO APPLY FOR THE PROGRAM MANAGER ROLE:

Please submit a **resume, writing sample and cover letter** in PDF format via e-mail to: asasjobs@afterschoolallstars.org. Your cover letter should be in PDF format and indicate how your experience is in direct alignment with the mission and vision of After-School All-Stars. Please put "Program Manager-NJ" and your last name in the subject heading.

LEARN MORE ABOUT AFTER SCHOOL ALL-STARS:

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