



**Position:** Operations Coordinator  
**Organization:** After-School All-Stars  
**Reports to:** Executive Director  
**Location:** Newark, New Jersey

### **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 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.

### **Organization Background**

#### **After-School All-Stars New Jersey (ASAS NJ)**

After-School All-Stars (ASAS) is the largest middle-school after-school provider in the nation. Our mission is to provide comprehensive programs that keep kids safe and helps them succeed in school and life. We do this by providing free after-school enrichment during the hours of 3pm – 6pm Monday – Friday during the school year, and 8am – 5pm in the summer at our All-Star Summer Camp.

### **A Unique Opportunity**

After-School All-Stars is currently seeking an Operations Coordinator to manage office and program operations for our New Jersey chapter. The Operations Coordinator will embody ASAS NJ's core competencies: STRUCTURE, ACCOUNTABILITY, RESPONSIBILITY, AND PRIDE and demonstrate the ability to ensure our chapter is operating efficiently and in compliance with state regulations and funder expectations. This is an ideal position for an individual who demonstrates excellent organizational skills, consistent attention to detail, and can juggle multiple projects and tasks simultaneously. Reporting to the Executive Director, the Operations Coordinator is based out of the Newark office.

### **Specific Responsibilities:**

- Manage background clearance and onboarding paperwork for new hires
- Oversee new employee training (Safe-Schools, New Hire Orientation and Onboarding)
- Organize fiscal documents including invoices, credit card statements, and bills
- Manage and update chapter's income & expense trackers
- Manage purchasing supplies for ASAS sites and office
- Distribute relevant HR information to chapter both FT and PT staff
- Manage and supervise payroll including timesheets approval and correction
- Organize and manage fiscal documents such as invoices, credit card statements and bills
- Supervise invoicing protocols and submit invoices and reimbursements
- Manage Amex reconciliation and maintain spending supporting documentation
- Manage real time grant spend down and work closely with ED on local sites budgets
- Coordinate mail and shipping: posting, processing and dropping off mail and/or UPS and FedEx; maintain mail and shipping supplies
- Organize and maintain files, records, and databases, in relation to HR paperwork, invoices, and background checks
- Support NJ team on various planning, processes, and projects as needed

**What You'll Need:**

The Operations Coordinator (OC) will embody ASAS's core values: entrepreneurial, collaborative, transparent, accountable, and proactive, and demonstrate a commitment to the mission of helping kids succeed in school and life. This individual will have proven success in administrative support, passion for youth engagement, and enjoys working collaborative within a community of youth-centered professionals. The OC should be an ambitious professional who will be excited to serve and support the expansion of ASAS NJ programs across New Jersey.

The ideal candidate will also demonstrate the following:

- 3-5 years of relevant experience providing administrative and office support in a non-profit setting
- Knowledge of Microsoft Office programs is required (Word, Excel, PowerPoint, Publisher)
- Knowledge of Canva or desktop publishing software is preferred
- Excellent oral and written communication skills
- Dependable, conscientious, and capable of managing multiple deadlines
- Ability to work under time constraints
- Precise attention to detail
- Tech savvy and a fast learner
- Undergraduate Degree preferred

**Salary and Benefits:**

This is a full-time position, with a salary commensurate with the qualifications and experience of the individual candidate. ASAS offers competitive benefits including, but not limited to health, dental, and vision.

**How to apply:**

If you are interested in applying for the position, please submit a cover letter and resume in PDF format via e-mail to: [asasjobs@afterschoolallstars.org](mailto:asasjobs@afterschoolallstars.org). Please put "NJ Operations Coordinator" and your last name in the subject of your email.