



ALL STARS HELPING KIDS

Program Assistant (starting mid July)

Mission:

The mission of All Stars Helping Kids is to promote a safe, healthy and rigorous learning environment for disadvantaged children in low-income communities.

History:

All Stars Helping Kids was founded by NFL Hall-of-Famer Ronnie Lott in 1989. Building off of the success of our work in the San Francisco Bay Area, All Stars is now creating a national coalition of professional athletes, foundations, individuals, and corporations to advance programs and policies that address the needs of the whole child. By serving as a hub for coordinating various events, platforms, and grantmaking practices nationwide, All Stars activities will ultimately lead to better academic and physical enrichment programs in low-income areas and more students on the path to college.

Programs/Initiatives:

By pooling both the financial resources and celebrity capital of well known past and present professional athletes, leading corporations, and influential individuals, All Stars works to bring 360° support to children and youth in need. All Stars defines 360° support as the convergence of three tenets that are essential to the development of a whole child from early childhood through 12th grade: Rigorous Academics, Health/Fitness, and Life Skills. Through our grantmaking initiatives, we are able to provide financial assistance to high-quality programs that embody these three tenets and work in partnership to bring change to the community.

General Responsibilities and Duties:

The candidate will work closely with our program team to produce and manage donor correspondence, maintain our database, and assist in program evaluation and grant management. From time to time the candidate will be asked to support one of our several fundraising events, for which travel may be required.



Specific Projects:

The main responsibility of the Program Assistant will be to support the program team as All Stars works to execute high-quality programming. Duties include, but are not limited to:

- Processing/Filing communication with donors, sponsors, grant-seekers
- Managing donor database
- Researching and evaluating possible grantees
- Assisting with special events: coordinate mailings and sponsor follow-up, on-site logistics
- Answering phones and managing office supplies
- Updating content and distributing messages through the website and various social media outlets

Qualifications:

The candidate must possess a BA and have a strong passion for service, specifically in the area of supporting youth. Due to the small size of our organization, employee must wear many hats, so the candidate should be comfortable working in a fluid environment where he or she is asked to manage multiple priorities. He or she must have strong written and oral communication skills. The candidate should have general knowledge of Microsoft Office and any experience in database management a plus.

Work Environment:

We're a small tight-knit organization looking for someone who is a team player--ready to tackle any challenge or project with an upbeat attitude and a determination to succeed.

Supervisor:

The Program Assistant will report to the Executive Director and the Programs & Operations Manager

Compensation & Health Coverage:

Blue Cross, PPO with supplemental HSA employer contributions. Vision and dental also provided.

Interested individuals should send a copy of their resume and a cover letter to Derrick Davis
(derrick@allstarshelpingkids.org)