



FUTURES AND OPTIONS
The Future is in Your Hands

ALUMNI ENGAGEMENT COORDINATOR JOB DESCRIPTION

Futures and Options is expanding its alumni engagement support programs and seek to hire an growing, and we are looking to add a brand new position on our program team – Alumni Engagement Assistant – in order to provide high-quality support to alumni of our flagship programs.

Organization Overview:

For more than 20 years, Futures and Options has empowered New York City's underserved youth to explore careers through career development and paid, mentored internships. We reach out to teens at a formative time of their lives, guiding them to further their education and become contributing citizens. Our model program enables New York's underserved youth to gain much-needed access to the economic mainstream, work-readiness training and support from caring adults. At the same time, the New York City business community is connected to a pipeline of promising, motivated and diverse young people.

Job Description:

Futures and Options is seeking an enthusiastic, energetic alumni engagement coordinator to be a part of our expanding team. The alumni engagement coordinator will work closely with our program team to provide support for students who have graduated from our flagship programs, Career Essentials and the Internship Program, which open doors for underserved youth to achieve meaningful professional careers and provide the New York City business community with a trained, educated, and diverse young workforce. Specifically, the alumni engagement coordinator will develop strong relationships with our alumni in order to increase our high school and college students' engagement in career- and college-readiness programmatic offerings, help our students matriculate to and succeed in college and postsecondary education, and launch their professional careers.

Key Responsibilities:

Responsibilities will include collaborating with the executive director, the program director, and other members of the program team to implement and improve our comprehensive alumni engagement strategy that supports our alumni from high school through post-secondary education, and on to careers with family-sustaining income levels. Responsibilities include:

- Working with program team to conduct coaching sessions to ensure students' seamless transition from flagship programs into appropriate alumni programs
- Developing strategies to recruit student participants for our high school and college alumni programs
- Providing alumni participants with personalized guidance, pertinent career and college information, and reminders about program events

- Delivering phone-based and in-person supports for Futures and Options high school alumni, supporting them as they prepare for and tackle issues related to college applications, financial aid, personal statements, and other college matriculation topics
- Delivering phone-based and in-person supports for Futures and Options college alumni as they adjust to the demands of freshman year, choose their courses, select their majors, seek internships and jobs, and determine their career paths after graduation
- Developing alumni engagements workshops based on educational trends, individual student needs, and recommendations pulled from participant surveys in order to best meet the needs of our alumni
- Working with business partners and volunteers to provide interactive career-readiness opportunities for students to build their skills, explore career opportunities, and strengthen their professional networks
- Tracking alumni data, including: attendance, participation, graduation rates, education progress, and job history
- Ensuring alumni programs operate in compliance with funding sources so that intended results are achieved
- Managing High School and College Success Programs, including: student recruitment, application tracking, pairing mentors and mentees, tracking communications between mentors and mentees, and evaluating mentorship program outcomes

Other Responsibilities:

- Maintain Futures and Options standards of excellence for all programs, ensuring high-quality implementation
- Ongoing program development and innovation using a comprehensive approach that integrates the fields of youth development, education, career-readiness and exploration, and college guidance
- Manage alumni LinkedIn page
- Collaborate with the development team to share the Futures and Options story through social media, video, and other marketing platforms
- Meeting quantitative program growth goals
- Monitor trends, best practices pertaining to youth workforce development, career-readiness, college attainment and persistence
- Develop strategies for tracking alumni data in Salesforce

Qualifications:

- Bachelor's degree required
- 2-3 years of work experience in education, youth services, human services, or related field
- A strong commitment to the mission of Futures and Options
- A high degree of personal and professional integrity: a strong role model for youth
- Experience developing one-on-one relationships with youth of different backgrounds and abilities
- A resourceful style with the ability to work independently, take initiative, and manage multiple tasks and projects

- Ability to work collaboratively with a diverse team
- Comfortable in a fast-paced, changing, entrepreneurial environment
- Excellent interpersonal, listening, written and verbal communication skills
- Exceptional attention to detail
- An ability to network and build alliances
- Willingness to travel to schools, business, and partner organizations throughout the five boroughs
- Computer proficiency: MS Office, including advanced Excel, Outlook and PowerPoint skills

Salary & Benefits:

Salary commensurate with experience.

How to Apply:

Please email resume and cover letter to swilliams@futuresandoptions.org with “Alumni Engagement Coordinator” as the subject line.

No phone calls. Only those candidates selected for an interview will be contacted. Futures and Options is an Equal Opportunity Employer.