



FUTURES AND OPTIONS

The Future is in Your Hands

SEASONAL ASSISTANT PROGRAM COORDINATOR

Organization Overview:

Since 1995, 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, businesses are connected to a pipeline of promising, motivated and diverse young interns.

Job Description:

Futures and Options is seeking an enthusiastic Seasonal Assistant Program Coordinator to work closely with our team to provide opportunities for NYC high school youth. Our program team works to expose students to meaningful professional careers and provide the business community with an experienced, educated and diverse young workforce. The Seasonal Assistant Program Coordinator will bring an understanding of the principles and practices of positive youth development, and will help students gain critical work-readiness skills that will prepare them for future professional and academic opportunities.

Key Responsibilities:

The Assistant Program Coordinator will work with the Futures and Options' program team in the following areas:

Summer Internship Program Assistance:

- Facilitate pre-internship trainings on program expectations, resume-writing, interview skills, and general workplace etiquette
- Prepare students for their on-site interviews through resume feedback and interview coaching; work with site supervisors to arrange interns' work schedules for the summer
- Co-facilitate weekly career development workshops and trainings with fellow program staff members
- Conduct mid-internship site visits to gauge student progress and collect feedback from business partners
- Monitor interns' progress through regular communication with supervisors and interns
- Help students with timesheet completion and submission as needed
- Build and maintain relationships with program participants and business partners
- Provide support and coordination for other tasks and projects as needed

Data collection, entry, and evaluation:

- Administer program surveys and provide data and evaluation support including entering, tracking and managing data
- Enter required demographics and program data into our Salesforce database accurately and on-time as required

Additional Responsibilities:

- Workshop planning support including providing technical support during workshops on Zoom, such as managing breakout rooms and taking attendance
- Administrative support including tracking internship hours and timesheets and creating student certificates of completion and mailing

Qualifications:

- Bachelor's degree required; prior work experience in education, data and evaluation, human services, social services, youth development, workforce development, or a related field preferred
- Strong commitment to the mission of Futures and Options
- Experience working with students in a group setting; experience with high school students preferred
- High degree of personal and professional integrity: a strong role model for youth
- Experience developing relationships with youth of different backgrounds and abilities
- Ability to both work independently and collaborate with a team
- Intermediate experience working with data and survey platforms such as Salesforce, Apricot, Survey Monkey, Google Forms or similar software required

Timeframe: The Seasonal Assistant Program Coordinator must be available to work from May through August. In some cases we may be able to accommodate a part-time schedule from May through mid-June.

Compensation: \$25/hour

How to Apply:

No phone calls. Please email resume and cover letter to skirton@futuresandoptions.org, with "Seasonal Assistant Program Coordinator" as the subject line.

Final candidates are subject to a background check. Futures and Options is an Equal Opportunity Employer.