



FUTURES AND OPTIONS

The Future is in Your Hands

ASSISTANT PROGRAM COORDINATOR

Futures and Options is growing! We are looking to hire several Assistant Program Coordinators to add to our extraordinary program team.

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 has experienced tremendous growth in the last several years, and is seeking several enthusiastic and energetic Assistant Program Coordinators to work closely with our team to provide opportunities for underserved 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 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.

The Assistant Program Coordinator is expected to work part time from January through May, and full time from June through August. Hourly commitments are outlined below, alongside key responsibilities. Assistant Program Coordinators are expected to work until August 23, 2019; opportunities to work past August 24th may be available.

Key Responsibilities:

The Assistant Program Coordinator will provide support to Futures and Options' program team in the following areas and according to the following timeline:

January - April: **10-15 hours per week**, preferably after 2:00 PM

- Review student applications, conduct group and individual interviews, provide feedback to students on interview performance and resumes, and select candidates for the Summer 2019 Internship Program.
- Observe and assist with the facilitation of work-readiness workshops.

May: **15-25 hours per week**, preferably after 2:00 PM

- Match students to jobs that align with their skill levels and career interests
- Facilitate pre-internship trainings on program expectations, resume-writing, interview skills, and general workplace etiquette.

- Collect employment paperwork from students to ensure enrollment in payroll systems for program.

June: 25-40 hours per week

- Prepare students for their on-site interviews through resume feedback and interview. coaching; work with supervisors to arrange interns' work schedules for the summer
- Continue to facilitate pre-internship trainings.
- Assist in the design of career development and exploration activities to be implemented after program launch in July.

July-August: 35-40 hours per week

- Co-lead weekly career development workshops and trainings with fellow program staff members.
- Visit internship sites to gauge student progress and collect feedback from business partners.
- Monitor interns' progress through communication with on-site supervisors and interns.
- Build and maintain relationships with program participants and business partners.
- Provide support and coordination for other tasks and projects requested by the program coordinators.
- Assist in the collection, entry and analysis of program data.

Qualifications:

- Bachelor's degree required; prior work experience in education, 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 dynamic team.
- Comfortable in a fast-paced, constantly changing, entrepreneurial environment.
- Willingness to travel to schools, business, and partner organizations all throughout the five boroughs.
- Computer proficiency and knowledge of Microsoft Office, including Excel, Outlook and PowerPoint skills.

Compensation: \$20/hour

How to Apply:

No phone calls. Please email skaufmann@futuresandoptions.org the following items, with "Assistant Program Coordinator" as the subject line.

- Cover letter
- Resume
- Schedule with availability to meet the hours requirements outlined above

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