



FUTURES AND OPTIONS

The Future is in Your Hands

Job Title: Business Engagement Assistant

Organization Overview:

Since 1995, Futures and Options has *empowered* New York City's underserved youth to explore careers through career development training and paid, mentored internships. We reach out to teens at a formative time of their lives, guiding them to further their education and become productive citizens. Our model program enables New York City students 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 youth.

Together with our partners, we are building the workforce of tomorrow. Since our inception, Futures and Options has served more than 7,000 students and coordinated internships at more than 500 businesses in New York City, with 90% of all participants successfully completing their Futures and Options' program, graduating from high school *and* pursuing higher education.

Job Description:

The Business Engagement Assistant will be a vital member of our program team and will contribute to the expansion of Futures and Options' network of business partners, which include small, mid-size and multi-national businesses, nonprofits, and government agencies. Strong partnerships provide the investment, support and workplace opportunities that allow Futures and Options to run its youth career development programs, which include Career Essentials and the Internship Program.

The Business Engagement Assistant will work directly with the Business Engagement Manager to recruit New York City businesses to join Futures and Options in preparing youth for the 21st Century workforce. Businesses contribute to Futures and Options by: 1) providing hands-on paid work experiences for students through the Internship Program; 2) enhancing Futures and Options' work-readiness trainings by sharing their expertise and resources; 3) hosting career exploration field trips; and 4) providing volunteers as mentors and career coaches. The Business Engagement Assistant will report to the Business Engagement Manager.

Key Responsibilities

- Contribute to the implementation of a comprehensive business engagement strategy that aligns with Futures and Options' mission and goals for growth.
- Conduct market research on New York City industry needs and trends, and generate business partner leads based on market research.
- Support relationships with Futures and Options partners and prospects, assisting with introductions, support, logistics and follow up, as needed.
- Track program and partner data to increase the efficiency of business engagement efforts.
- Work closely with business partners and industry representatives to learn about the needs and the skills required for interns to be productive employees, and to inform work-readiness curriculum.
- Assist the Business Engagement Manager with coordinating the Board of Directors' Business Partnership Committee's activities and preparation of Board reports.

- Assist in ensuring compliance with funding sources by collecting, submitting, and managing information from business partners.

Qualifications:

- A strong commitment to the mission of Futures and Options and a belief in the potential of New York City's underserved teens.
- Strong organizational skills and an attention to detail.
- An understanding of the corporate/business culture.
- Comfortable calling prospective businesses based on warm or cold referrals.
- A resourceful style with the ability to work independently, take initiative and manage multiple tasks and projects, as well as to be a team player eager to collaborate with others.
- Comfortable and confident in a fast-paced, changing, entrepreneurial environment.
- Excellent written and verbal communication skills.
- Strong creative, strategic and analytical skills.
- Must have high level proficiency in MS Office, including Outlook, Excel, PowerPoint, as well as database experience.
- Knowledge of, or strong interest in learning about, current youth career development programming in New York City.
- Willingness to travel to schools, business, and partner organizations all throughout the five boroughs; experience developing relationships with people of different backgrounds.
- Bachelor's degree required.

Please email resume and cover letter to theideman@futuresandoptions.org with Business Engagement Assistant 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.