



FUTURES AND OPTIONS

The Future is in Your Hands

DEPUTY PROGRAM DIRECTOR JOB DESCRIPTION

Organizational Overview

Since 1995, Futures and Options has empowered New York City's youth, particularly youth of color and students from historically underrepresented communities, to acquire transferable professional skills, pursue higher education, and successfully compete in a global 21st century economy. We collaborate with New York City employers to provide transformative career development opportunities to young people, enabling them to succeed in college and inspiring them to pursue meaningful careers.

Our programs include: **The Internship Program**, which provides paid, mentored internships and career development workshops to students age 16 to 19 years old; **Career Essentials**, our hands-on career-readiness and career exploration program that provide opportunities for students to practice and improve their interpersonal, communication, and other relevant work-related skills; **The Externship Experience**, a career exploration and skill-building program focused on growing industries; the **College Guidance Initiative**, which helps students navigate the college application and selection process; and **Alumni Engagement Programming**, which provides continued work-readiness, mentoring, career exploration, and networking opportunities to alumni as they navigate their way through school and plan for future careers.

Job Description

Reporting to the Chief Program Officer, the **Deputy Program Director** will be an integral part of our Program Leadership team, helping our youth career development programs increase their effectiveness and impact, while maintaining our student-centered values. This is an exciting new role for the organization, representing an expansion of our Program team and our commitment to growing operational infrastructure. The Deputy Program Director will have a demonstrated track record of succeeding on strategic, managerial, and hands-on levels, and will work collaboratively with team members across the organization.

Key Responsibilities Include:

Management Of The Internship Program

- Manage our robust Internship Program, which serves over 300 students each year, including day-to-day operations, seasonal planning, staff training, student recruitment & outreach,

seasonal staff hiring, troubleshooting challenges, and adapting and refining program structure, processes, and materials as needed.

- Ensure all Internship Program administrative responsibilities are executed efficiently and accurately, including application management, student attendance, internship placement, developing detailed program calendars, monitoring internship hours, tracking progress towards goals, and participant success rates.
- Collaborate with the Employer Partnerships team to ensure sites are prepared to host high school interns, students are matched to appropriate opportunities, program volunteer needs are met, and program coordinators are assigned to students and sites.
- Problem solve with team members to troubleshoot any internship site challenges that arise involving students and/or site supervisors.

Additional Program Management

- Together with Chief Program Officer and Program Operations Manager, work to improve and maintain effective internal operational systems for programs, including but not limited to The Internship Program, Career Essentials, and Alumni programming.
- Provide oversight for and/or lead select program partnerships, pilot programs, and other program initiatives; work with the Chief Program Office and program leadership team to plan the strategy for and management of all aspects of newly created programs.
- Collaborate with the data and evaluation team to develop and improve program data collection and data management practices.
- Facilitate and develop strategies to engage young people, community members, schools and partners in our programs; help design engaging and relevant programming to meet the emerging needs of organization stakeholders.

Program Leadership and Coaching

- Support efforts to establish and execute programmatic vision in delivery and quality of programs consistent with the organization's core values, principles, and mission.
- Provide supervision and coaching to program staff, including Program Managers and our Alumni Engagement Manager; foster a person-centered, strengths-based program team and a climate of cohesiveness, co-creation, participatory decision-making, and accountability among the staff; guide staff in program planning, execution, meeting objectives and creating clear work plans.
- Work with program leadership to ensure programs utilize student-centered best practices, and incorporate student voice.

Desired Qualifications and Skills

- Master's degree in education, public administration, youth development, social work/psychology, guidance counseling, or related field preferred; Futures and Options honors lived experience and recognizes the multitude of ways one can speak to organizational management, youth development, and work-readiness, therefore relevant professional/leadership experience may be considered regardless of educational experience.

- Experience working with high school-age students and/or young adults, work-based learning, mentorship, peer leader or alumni programs, postsecondary college and career access, youth development, work with the NYC DOE and NYC nonprofit ecosystem or similar experience.
- At least five years of leadership experience in roles focused on program management, staff supervision and growth, program operations, and/or program development and implementation.
- Demonstrated success leading teams and coordinating resources to meet deadlines and deliverables; able to take initiative, think creativity, willingness to learn, grow, and listen to a range of perspectives.
- Demonstrate a commitment to racial, economic and social justice, and a belief in the power and potential of engaged communities.
- Capable of juggling multiple tasks independently, while still gathering input from stakeholders including students, alumni, program coordinators, and partners.
- Excellent interpersonal, organizational and problem-solving skills; great attention to detail and ability to think critically.
- Strong computer proficiency in MS Office and Salesforce or similar database experience preferred.

Salary & Benefits: Starting salary range is \$75,000 - \$85,000. Futures and Options offers generous benefits, including medical and dental insurance, transit pre-tax accounts, 403(b) plan with discretionary match; three weeks paid vacation, five personal days, paid sick leave, a commitment to work-life balance and ample professional development opportunities. We enjoy summer Fridays and 9 paid holidays. The office is also closed between the Christmas and New Year's holidays.

How to Apply: Please email resume and cover letter to jmischkot@futuresandoptions.org with "Deputy Program Director" as the subject line.

Applicants who obtain a conditional job offer will be required to demonstrate that they have been fully vaccinated for COVID-19 or qualify for a medical or religious accommodation to this vaccination requirement before beginning employment. Final candidates are subject to a background check. This position is a hybrid position; employees are required to be in the office at least 2 to 3 days/week.

Futures and Options is an Equal Opportunity Employer and we are committed to an equitable and inclusive program and a diverse staff team.

Candidates from diverse backgrounds are strongly encouraged to apply.