



# **FUTURES AND OPTIONS**

## **The Future is in Your Hands**

### **Job Description**

#### **Expansion Feasibility Study Project Assistant**

#### **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 middle and high school 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 young people. Together with our partners, we are building the workforce of tomorrow. Our career development programs make it possible for determined, motivated teens to acquire the applied skills to successfully contribute to a global 21st-century economy. Since our inception, Futures and Options has served more than 9,000 New York City teens and coordinated internships at more than 500 businesses in New York City, with more than 90% of all participants successfully completing their program, graduating from high school, *and* pursuing higher education.

#### **Futures and Options Expansion Feasibility Study**

Futures and Options is conducting a year-long feasibility study to explore the expansion of our highly-respected youth career development programs, the Internship Program and Career Essentials. The feasibility study's goal is to examine the potential to launch a far-reaching technical assistance program in an effort to truly scale our impact. Futures and Options would license its curricula and be hired by other organizations to train them to deliver our flagship programs.

#### **Expansion Feasibility Study Project Assistant**

The Expansion Feasibility Study Project Assistant will support the Futures and Options Board of Directors Expansion Feasibility Study Committee, the Executive Director, and the Project Manager in the execution of the study. Responsibilities will include providing administrative support, conducting research, drafting reports, keeping tracking systems up-to-date, managing email correspondence, and other duties that help to ensure the successful completion of the study.

#### **Key Responsibilities**

- Perform key administrative functions, as requested

- Schedule project meetings as needed, attending all meetings and taking the minutes; draft minutes for review by the project manager and executive director
- Conduct research as required
- Update timeline to report on project progress and communicate updates to the team
- Assist with budget review and tracking
- Complete any tasks assigned by the Project Manager in an efficient and timely manner

**Qualifications:**

- Team player with strong relationship-based approach to working with our team
- A strong work ethic and creative thinker with an entrepreneurial spirit
- Ability to work independently and efficiently, establish priorities, and meet deadlines
- Meticulous attention to detail and strong time management skills
- Outstanding organizational and problem-solving skills
- Exceptionally strong written communication skills
- Excellent interpersonal skills; be friendly, flexible, and confident
- Able to effectively communicate with department and cross-department teams
- Must have high-level computer proficiency and knowledge of MS Office, including Outlook, Excel, PowerPoint; database experience a plus
- Experience with MS Project a plus
- Passionate about Futures and Options mission
- A high degree of personal and professional integrity
- Bachelor's degree required

**Salary & Benefits:**

The Project Assistant is expected to work 20 -25 hours per week for 10 months

**Please email resume and cover letter to [kmalekhoo@futuresandoptions.org](mailto:kmalekhoo@futuresandoptions.org) with Feasibility Study Project 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.