



FUTURES AND OPTIONS

The Future is in Your Hands

Program Administrative Coordinator

Job Description

Organization Overview:

For twenty years, 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, the New York City business community is connected to a pipeline of promising, motivated and diverse young interns.

Job Description:

The Program Administrative Coordinator will be an integral part of Futures and Options, working closely with our finance/operations and program teams to ensure organized and efficient delivery of our career development programs. The administrative coordinator will ensure responsive and compliant contract management and administration for public and private contracts and government grants. The major responsibilities for this position are:

- Coordinate the collection of work-related documents prior to students' internships and ensuring the information is captured correctly in SalesForce.
- Oversee interns' timesheets: track, follow-up, review, and tally hours.
- Manage program supply inventory related to contracts and government grants.
- Ensure programs operate in compliance with funding sources so that intended results are achieved.
- Prepare monthly program-related invoices and supporting schedules.
- Follow up on past due invoices.
- Create special reports as needed for the Board of Directors or funding source.
- Coordinate logistics for meetings with funders, and schedule and confirm appointments.
- Provide support and coordination for other tasks and projects as requested by finance/operations and program teams.

Qualifications:

- Bachelor's degree required.
- Strong organization and computer skills (Microsoft Office Suite).
- Excellent written and oral communication skills, and outstanding phone/email etiquette.
- Ability to multi-task and prioritize a varied workload.
- A positive attitude and willingness to work on a team.
- Experience working in a fast-paced environment.

Salary Range:

The salary range for the administrative coordinator position is \$42,000-\$48,000 plus benefits.

How to Apply:

Submit a cover letter and resume to Joanna Munoz (jmunoz@futuresandoptions.org) with Administrative 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.