



FUTURES AND OPTIONS

The Future is in Your Hands

PROGRAM COORDINATOR JOB DESCRIPTION

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, the New York City business community is connected to a pipeline of promising, motivated and diverse young people. Our flagship programs include:

- **The Internship Program** provides paid, mentored internships and career development workshops to high school juniors and seniors. Students acquire hands-on professional experience, gaining entry to small businesses, nonprofits, government agencies and multinational corporations.
- **Career Essentials** provides basic preparation for the work world as well as the opportunity for students to practice and improve their interpersonal and communication skills and learn workplace etiquette. The program also includes career exploration activities and field trips.

Ancillary programs include:

- **College Guidance** offers group workshops to prepare high school students for the college application and selection process.
- **High School Success Program** is open to high school alumni and continues to build their networks while maintaining their work-readiness skills through career development workshops and events.
- **College Success Program** pairs Futures and Options' alumni in their freshman year of college with young professional mentors and offers college alumni opportunities to attend events focused on networking, career exploration and work-readiness skills.

Job Description:

Futures and Options is seeking an enthusiastic and energetic program coordinator as part of our expanding program team. Program coordinators work to open the doors for underserved middle school and high school youth to achieve meaningful professional careers and provide the business community with a trained, educated, and diverse young workforce. The program coordinator will bring an understanding of the principles and practice of positive youth development. Specifically, the program coordinator will develop strong relationships with our youth participants and partners in the New York City business, education, and nonprofit communities to implement our career development and college guidance programs.

Key Responsibilities:

Responsibilities will include implementing Futures and Options' career development programs, working closely with students, schools, business partners, and volunteers to ensure success in achieving program goals and grant objectives. Program coordinators are also responsible for various administrative responsibilities, which include database management, outcome measurements and tracking, and reporting. Key responsibilities include:

- Cultivating and maintaining a network of partner schools and community-based organizations.
- Recruiting high school students for the various Futures and Options career development programs, which serve students of different skill levels and career interests.
- Reviewing student applications and conducting group and individual interviews to select candidates for the career development programs.
- Matching students to jobs that align with their abilities and career interests; preparing students for their on-site interviews through resume feedback and interview coaching; working with supervisors to arrange interns' work schedules; and monitoring interns' progress by conducting in-person visits to worksites and providing ongoing support through communication with on-site supervisors and interns.
- Planning, preparing and facilitating career development and work-readiness workshops for Futures and Options' programs.
- Building and maintaining relationships with each program participant.
- Designing and implementing appropriate career development and exploration activities, e.g., field trips to businesses, mentoring programs and other enrichment activities.
- Gathering pre- and post-experience surveys from participants, collecting evaluations from supervisors, and writing program reports in timely fashion.

Other Responsibilities:

- Maintaining standards of excellence for all programs to ensure high-quality implementation.
- Ongoing program development and innovation using a comprehensive approach that integrates the fields of youth development, education, career readiness and exploration and college guidance.
- Assisting with the development of sustainable strategic partnerships with businesses and nonprofit partners.
- Managing relationships with a network of Career and Technical Education schools.
- Collaborating with development team to share the Futures and Options story through social media, video, and other marketing platforms.
- Ensuring programs operate in compliance with funding sources so that intended results are achieved.
- Meeting the quantitative program growth goals.
- Monitoring trends, best practices, government actions and legislation pertaining to youth workforce development, career readiness, college attainment and college graduation.

Qualifications:

- Bachelor's degree required.
- 2-3 years of work experience in education, youth services, human services, urban planning, policy, or related field.
- A strong commitment to the mission of Futures and Options.
- Willingness to travel to schools, business, and partner organizations all throughout the five boroughs.
- A high degree of personal and professional integrity: a strong role model for youth.
- Experience developing relationships with people of different backgrounds and abilities.
- Strong facilitation skills, an understanding of group dynamics and an engaging, effective style. Prior experience leading workshops with high school students is preferred.
- An understanding of corporate and nonprofit business culture. Experience in business and finance is a plus.
- A resourceful style with the ability to work independently, take initiative and manage multiple tasks and projects.
- Ability to work collaboratively with a diverse team.
- Comfort in a fast-paced, changing, entrepreneurial environment.
- Excellent interpersonal, listening, written and verbal communication skills.
- Computer proficiency and knowledge of MS Office, including advanced Excel, Outlook and PowerPoint skills.

Salary & Benefits:

Salary range is \$42,000-\$47,000 per year, with competitive benefits.

How to Apply:

Please email resume and cover letter to Meghan Becker at mbecker@futuresandoptions.org with "Program Coordinator" 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.