



FUTURES AND OPTIONS

The Future is in Your Hands

SEASONAL ASSISTANT PROGRAM COORDINATOR JOB DESCRIPTION

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 provides opportunities for students to practice and improve their interpersonal, communication, and other relevant work-related skills; **The Externship Experience**, a remote 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.

Futures and Options is now seeking a highly capable, dedicated and empathetic **Seasonal Assistant Program Coordinator** to join our robust program team that works with hundreds of students each year.

Key Responsibilities: The Seasonal Assistant Program Coordinator will:

- Match students to jobs that align with their abilities and career interests; prepare students for their on-site interviews through resume feedback and interview coaching; work with site supervisors to arrange interns' work schedules, ;
- Plan, prepare and facilitate internship orientations and workshops that include topics such as program expectations, resume writing, interview skills, and general workplace etiquette.
- Provide technical assistance during orientations and workshops delivered on Zoom, including managing breakout rooms and taking attendance.
- Build and maintain relationships with high school aged program participants and business partners.
- Monitor interns' progress by conducting visits to worksites to gauge student progress and collect feedback from interns and supervisors.
- Administer program evaluations and surveys, and provide data and evaluation support including entering, tracking and managing data.

Additional Responsibilities will include:

- Providing administrative support including tracking internship hours and timesheets and creating student certificates of completion and mailing and
- Other duties as needed to ensure smooth, efficient, and successful operation of program activities.

Qualifications:

- Bachelor's degree required; prior work experience in education, data and evaluation, human services, social services, youth development, workforce development, or a related field preferred.
- Strong commitment to the mission of Futures and Options.
- Experience working with students in a group setting; experience with high school students preferred.
- High degree of personal and professional integrity: a strong role model for youth.
- Experience developing relationships with youth of different backgrounds and abilities.
- Strong workshop facilitation skills, an understanding of group dynamics and an engaging, clear, approachable communication style. Prior experience leading workshops with high school students is preferred.
- Comfort in a fast-paced, changing environment.
- Excellent interpersonal, listening, written and verbal communication skills.
- Computer proficiency and knowledge of MS Office, including advanced Excel, Outlook, and PowerPoint skills. Experience using Salesforce, Survey Monkey, Google Forms or a similar database preferred.

Timeframe: The Seasonal Assistant Program Coordinator must be available to work fulltime from May through August.

Compensation: \$20-25/hour. Seasonal Assistant Program Coordinators are considered temporary employees and are not eligible for our benefits package, with the exception of short-term disability and unemployment insurance through payroll deductions.

How to Apply:

Please email resume and cover letter to slewin@futuresandoptions.org, with "Seasonal Assistant Program Coordinator" 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 encouraged to apply.