TEMPORARY PROGRAM COORDINATOR
JOB POSTING

Job Title: **Temporary Program Coordinator**
Reports to: **Program Manager**
Status: **Non-Exempt, Full-Time; Temporary**
Dates: **November 15, 2026 – August 27, 2027**

Organization Overview: Futures and Options expands opportunities for students from diverse backgrounds and historically underrepresented communities, collaborating with employers to empower students to gain the skills and confidence needed to succeed in future 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; 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.

Position Summary:
Futures and Options seeks a highly capable, dedicated and empathetic **Temporary Program Coordinator** to join our robust Program team that works with hundreds of students each year. Program Coordinators work collaboratively across programs to support students in their journey to gain work-related skills, confidence and a vision for their future.

Key Responsibilities:
Responsibilities will include implementing Futures and Options' career development programming and working closely with students, schools, and business partners to ensure success in achieving program goals and grant objectives. The **Temporary Program Coordinator** will be responsible for:

- Recruiting students for various Futures and Options career development programs;
- Reviewing student applications and conducting interviews to select candidates for our career development programs;
- Matching students to internships that align with their abilities and career interests; preparing students for interviews through resume feedback and interview coaching; working with site supervisors to arrange interns' work schedules; and monitoring interns' progress by conducting 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 on

site, in schools, and at other partner locations;

- Designing and implementing appropriate career development and exploration activities, e.g.,field trips to businesses, mentoring programs, school-based workshops, and other enrichment activities;
- Building and maintaining relationships with high school youth; and
- Administering surveys and evaluation tools as needed.

Other Responsibilities Include:

- Maintaining standards of excellence for all programs, ensuring high-quality implementation;
- Entering and updating student and program data into Salesforce regularly, accurately, and in a timely manner;
- Collaborating with team members on new program initiatives, as needed, and providing support and feedback to help refine and make improvements to our existing programs;
- Providing data and other program information as needed for reports, grant proposals, and other materials;
- Ensuring that programs operate in compliance with funding sources so that intended results are achieved, including collaborating with all team members across departments; and
- Other duties as needed to ensure smooth, efficient and successful operation of program activities.

To be successful in this role, a candidate will have:

- Bachelor's Degree with experience in education, youth services, human services, workforce development, or a related field preferred.
- Excellent interpersonal, listening, written and verbal communication skills.
- Experience working with youth in a group setting; experience with high school students preferred.
- Experience developing relationships with youth of different backgrounds and abilities.
- Prior experience leading workshops with high school students preferred.
- Comfort in a fast-paced, changing environment.
- Strong administrative and organizational skills with computer proficiency and knowledge of MS Office. Experience using Salesforce or a similar database preferred.
- Empathy, a growth-mindset, solid judgment, flexibility, and the ability to pivot in order to meet goals.
- Strong commitment to social justice and the mission of Futures and Options.
- A high degree of personal and professional integrity: a strong role model for youth.
- The ability to travel to schools, businesses, and partner organizations throughout the five boroughs.
- The ability to work in-office a minimum of two to three days per week.

Compensation and Benefits: Starting annual salary range is $**52,000- $56,000** commensurate with experience, which will be pro-rated for this temporary position. Futures and Options offers generous

benefits, including medical, vision and dental insurance, transit pre-tax accounts, retirement savings plan; three weeks paid vacation, five personal days, ample sick time (PTO pro-rated for temp position); and a commitment to work-life balance and professional development opportunities. We also enjoy summer Fridays, 10 paid holidays, and our office is closed between Christmas and New Year's for team rest and restoration.

To Apply:
If you are interested in this position, please email resume and cover letter to adminjobs@futuresandoptions.org, telling us why your experience would make you a good fit for this role. Please include "Temporary Program Coordinator" in the subject line of your email. This position is hybrid in-office/remote work position.

As a condition of employment, all employees must successfully show proof of eligibility to work in the United States of America and successful completion of a background check.

Futures and Options values an inclusive and diverse workplace and is an equal opportunity employer committed to hiring a diverse workforce at all levels of the organization. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, religion/creed, color, national origin, sex or gender, sexual orientation, gender identity, gender expression, age, disability, military status, predisposing genetic characteristics, a survivor of domestic violence status, or marital status. Candidates from diverse backgrounds are encouraged to apply.