



OPEN POSITION FOR PROGRAMS & RESEARCH ASSISTANT
TO APPLY, SEND YOUR RESUME TO info@projectnewyorker.org

About Project New Yorker:

Project New Yorker was incorporated in 2017 as the first and ONLY 501c3 not-for-profit organization that focuses on digital, financial, and health literacy programs and resources to under-resourced South Asian and Indo/Afro-Caribbean immigrant women and youth in Queens.

For more information about Project New Yorker, please visit www.projectnewyorker.org

Position start date: January 2024

Time, Pay and Duration: This is a temporary, part-time hourly contract consultant position estimated at 20 hours a week. There is a possibility of an extension and/or full-time associate position based on performance.

Duties & Responsibilities:

- Develop strong relationships with stakeholders and maintain regular communication with partners and allies.
- Collaborate with stakeholders to identify emerging community needs and opportunities to improve program operations.
- Use data and stakeholder perspectives to develop, propose, and implement strategies toward greater program effectiveness, sustainability, and more accessible & equitable service delivery.
- Ensure program deliverables are met, key metrics are tracked, and required reports are submitted.
- Conduct research and use data analytics and qualitative methods to better understand program operations and performance, including utilization and program engagement, and to drive programmatic improvement and evaluation.
- Link people to health care and social service resources including health insurance, food, housing, quality care and health information.
- Organize events and outreach (flyering, tabling, community conversations/meetings, etc.) across Queens and ensure execution of activities.
- Create communication materials, including social media content, design flyers, newsletters, content research, etc under the supervision of ED.
- Assist in facilitating educational and Immigrant Rights workshops as per the guidelines.

Requirements:

- High School Diploma or Bachelor's degree in a relevant or related field.
- At least 1 year of project management skills preferred.
- Excellent verbal and written communication skills with exceptional attention to detail.
- Ability to work quickly, juggle multiple projects, thrive under time pressure.
- Confidence to take the initiative and make decisions proactively.
- Excellent organizational skills, with high accuracy and attention to detail.
- Bilingual in any additional language is preferred.