



Job Title: Operations and Outreach Assistant

Type: Part-Time/Contract, In-Person

Start Date: Applications reviewed on a rolling basis until filled.

Project New Yorker is the first non-profit learning center in NYC providing adult literacy, maternal & reproductive health services, employment readiness, and skills-based training for under-resourced Bangladeshi immigrant women and youth. We are based in Jamaica, Queens.

Job Summary:

We are seeking a reliable, detail-oriented, and people-centered Operations & Outreach Assistant to support day-to-day program operations and community outreach. This position is ideal for college students to get hands-on experience.

Key Responsibilities:

- Assist with daily office operations, scheduling, and data entry.
- Recruit and engage new clients across all programs via outreach, referrals, and tabling.
- Coordinate logistics for classes, workshops, and outreach events.
- Build and maintain relationships with local organizations/businesses, schools, and elected offices.
- Represent Project New Yorker at events to raise awareness and promote its work.
- Maintain records of partnerships, client information, and outreach activities in CRM.
- Facilitate communication between staff, volunteers, and community partners.
- Create outreach materials and social media content on topics such as women's health, job readiness, adult literacy, and legal rights.
- Assist in collecting data, analyzing trends, and preparing reports to help evaluate and improve programs and outreach efforts.
- Stay informed about economic, educational, civic, and policy issues affecting Bangladeshi immigrants in NYC.
- Provide administrative support as required.

Requirements:

- Bilingual in a South Asian language is preferred.
- Experience in outreach, advocacy, community engagement is preferred
- Proficiency in Canva, CapCut or similar design platforms to create promotional materials
- Strong organizational, communication, and interpersonal skills.
- Understanding of the Bangladeshi community and its needs in NYC

Pay and Hours:

Rate: \$21.50 per hour | Hours: 20-25 hours per week

To Apply:

Please send your resume and a short statement of interest to careers@projectnewyorker.org with the subject line "Operations and Outreach Assistant."

EEO & Accessibility

Project New Yorker is an equal opportunity employer. We welcome applicants of all backgrounds and provide reasonable accommodations throughout the application and employment process.