



OPEN POSITION FOR PROGRAM ASSISTANT
Send Resume & Cover Letter to careers@projectnewyorker.org

Job Title: Program Assistant
Type: Part-Time/Contract, In-Person
Start Date: May 1, 2026

About Project New Yorker:

Project New Yorker is a nonprofit organization dedicated to empowering under-resourced Bangladeshi immigrant women and youth in New York City. Our mission is to improve the quality of life of low-income immigrant women and youth by providing social and economic empowerment services required to achieve self-sufficiency. Learn more at www.projectnewyorker.org

Hours and Pay: 24-28 hours/week. Hourly rate is \$20–\$22 per hour.

Position Summary

The Program Assistant will support Project New Yorker's program initiatives by developing community engagement strategies, building relationships with key stakeholders, and ensuring the successful delivery of our services. This role offers hands-on experience in community outreach, program coordination, and administrative support, with opportunities for growth within the organization.

Key Responsibilities

- Plan and lead outreach activities across Queens, including representing Project New Yorker at community events.
- Recruit and engage clients across all programs.
- Co-facilitate workshops in Bangla & English on Immigrant Rights and Health & Wellness.
- Build and maintain relationships with local nonprofits, faith-centers, and elected offices.
- Maintain accurate records of partnerships, client information, and outreach activities in CRM.
- Collect client feedback to identify needs and inform program improvements.
- Create social media content to promote organization's programs and events.
- Assist with daily office operations, scheduling, data entry, and administrative tasks.

Qualifications:

- Associate's or Bachelor's degree in social work, public administration, nonprofit management, or related field — or equivalent experience
- 1-2 years of experience in project coordination, outreach, or administrative support.
- Familiarity with CRM tools or basic data entry and record-keeping.
- Experience creating social media content using CapCut, Canva, or similar tools.
- Ability to work independently and as part of a small team.
- Strong interpersonal and communication skills, with the ability to build relationships with diverse communities.
- Fluency in English and Bangla is required.

Send your resume and a brief cover letter to careers@projectnewyorker.org outlining your interest in the role and relevant experience.