

## **About A Chance In Life**

We are on a mission to provide a chance in life to at-risk children around the world.

Over the last seven decades A Chance In Life (ACIL) has uplifted more than 45,000 children through partnerships and programs in Italy, Ethiopia, Uganda, India, Colombia, Bolivia, Peru, Guatemala, Mexico, Palestine, and Venezuela. Through our unique model of self-government, the young people we support are empowered to become self-confident, creative and responsible participants in their communities. Through our partners, we provide education, social support, mentorship, vocational training, nutritional support, healthcare, and recreation to children, while equipping them with the skills they need to become active, productive, successful members of their society.

In 2020, A Chance In Life brought this vision of positive youth development to the United States through our program in New York City – The Village. The Village serves the North Shore community of Staten Island, offering a weekly food pantry program along with after school youth leadership courses and a variety of drop-in services.

## **Position Overview**

After 77 years of providing programming to marginalized youth around the world, A Chance In Life has launched its first US-based program in New York City. ACIL is seeking a seasoned Project Management Specialist for our new program.

Responsibilities include: overseeing general office operation, including maintenance, mailing, shopping, supplies, equipment, bills and errands; developing or updating project plans including information such as objectives, technologies, schedules, funding, and staffing; monitoring costs incurred by project staff to identify budget issues; maintaining office efficiency by planning and implementing office systems, layouts, and equipment procurement; supervising, mentoring, training and coaching office staff and delegating assignments to ensure maximum productivity; monitoring the performance of project team members to provide performance feedback; reporting project status, such as budget, resources, technical issues, or customer satisfaction to CEO.

Two years of experience as an executive assistant or experience in a related field is required.

## **Location:**

This is a full-time position based in New York City.

## **To Apply:**

Please mail your resume to A Chance In Life, 250 E 63<sup>rd</sup> St, Suite 204, New York, NY 10065.

A Chance In Life is an equal opportunity employer and does not discriminate on the basis of race, religion, gender, gender identity, national origin, citizenship status, sexual orientation, disability, political affiliation or belief, or any other protected class. We are committed to the principles of Equal Opportunity Employment and are dedicated to making employment decisions based on merit and value.