



FUTURES AND OPTIONS

The Future is in Your Hands

The Virtual Internship Program

The Program



Students: New York City high school juniors and seniors

Time: 10-12 hours per week for 12 weeks (Academic Year)

Career Development: Remote paid, mentored internships, work readiness training and career exploration

Internship Site Support: Futures and Options program staff provides ongoing virtual workplace guidance, support and mid-internship site visits

Application Deadline: Wednesday, September 30, 2020

Apply at www.futuresandoptions.org

Sample Intern Tasks/Projects

The Internship Program provides paid, mentored internships and career readiness workshops to high school juniors and seniors. Students acquire hands-on work experience and gain entry to small businesses, nonprofits, government agencies and multinational corporations. Intern duties might include:

- Answering phones
- Data entry
- Excel spreadsheet maintenance
- PowerPoint preparation
- Filing, Scanning and Copying
- Managing social media accounts
- Online research
- IT support
- General accounting duties

*“By hiring Futures and Options **interns**, we see a **tremendous return** on our investment, not just in the work that they do every day, but in the way in which they **become a part of our culture.**”*

- Joe Hudson, CBRE, Internship Site Partner

*“Futures and Options gives **teenagers like me** the **opportunity** to face new challenges, **expand** our horizons, and **prepare** for successful futures.”*

- Angel Contrera, Internship Program Alum



Contact Us

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