

FULL TIME POSITION:

Program Manager, Entrepreneurship Education Workforce Development Corporation ("WDC")

Agency Description:

The New York City Department of Small Business Services (SBS) is a vibrant, client-centered agency whose mission is to serve New York's small businesses, jobseekers and commercial districts. SBS makes it easier for companies in New York City to start, operate, and expand by providing direct assistance to business owners, supporting commercial districts, promoting financial and economic opportunity among minority- and women-owned businesses, preparing New Yorkers for jobs, and linking employers with a skilled and qualified workforce. SBS continues to reach for higher professional standards through innovative systems, new approaches to government, and a strong focus on its employees.

About the WDC:

The Workforce Development Corporation ("WDC") is a 501(c)(3) not-for-profit corporation that works closely with SBS to contribute to the economic vitality of the City by promoting workforce development and job creation through public and private partnerships, including by providing funding and staffing for various NYC Business Solutions programs.

Job Description:

The Program Manager oversees the day-to-day management of entrepreneurship education at SBS. This includes managing, among other programs, the FastTrac program which provides aspiring entrepreneurs and established business owners with business education and the necessary tools to launch grow their business. Since 2009, over 4,000 participants have successfully completed the program.

FastTrac currently consists of 21 cohorts serving approximately 500 entrepreneurs per year, and continues to expand. These cohorts are split between NewVenture for the aspiring entrepreneur, GrowthVenture for established businesses and industry specific cohorts that utilize the NewVenture and GrowthVenture curriculums as a foundation, with a supplemental curriculum that is industry specific. The program curriculum is developed by the Kauffman Foundation, a non-profit that the Program Manager will work with closely. Facilitators with entrepreneurial and small business experience teach the classes.

Job Responsibilities:

- Act as point-of-contact for program partners and work stream leads
- Manage day-to-day operations for program, including recruitment, review applications, success stories, operations and measuring program impact
- Recruit program participants for the next round of cohorts due to start in January 2016 and assign facilitators to each cohort
- Attend first class of each cohort to provide facilitator support
- Identify vendors and partners interested in hosting FastTrac
- Identify presenters interests in presenting at specific classes to assist the facilitators with lesson
- Develop and manage marketing plan, timelines, specific tasks to be completed
- Develop and conduct surveys to track participant growth and success
- Update FastTrac webpage on the NYC Business Solutions course page
- Monitor and measure program results through existing reporting tools and new methods
- Schedule all cohorts in different locations throughout all 5 boroughs and ensure books are ordered/delivered
- Occasional travel within the 5 boroughs (via public transportation) is required

Preferred Skills:

- 2+ year of professional experience, ideally in a project or program management role
- Ability to manage projects against tight timelines, to prioritize among competing needs and opportunities, and to manage multiple work streams or projects at the same time
- Proactive and collaborative style; works well in teams
- Strong demonstrated written and oral communications and presentation skills
- Enterprising and resourceful, organized and results-oriented, with attention to detail
- Ability to look strategically at the big picture and search for insightful, creative solutions
- Proficiency with Microsoft Office applications

The Workforce Development Corporation is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.

Qualifications:

1. A master's degree from an accredited college with a major in business administration, public administration, urban planning, economics, urban affairs, marketing research, finance, or political science; or
2. A baccalaureate degree from an accredited college and two year of full-time satisfactory experience in one or more of the following:
 - o Business development, retention, expansion and relocation or assisting businesses in accessing public and private services and programs including workforce development; or
 - o Analysis of business records and documents to determine eligibility of businesses for programs and services; or
 - o Economic, market or site research and analysis for business and neighborhood development; or
 - o Facilitation and promotion of the film industry through the processing of various permits, marketing techniques and incentive programs

PLEASE NOTE: This position is founded through June 30th, 2016. Employment is contingent to funding renewal.

How to Apply:

To apply for this position, please email your resume and cover letter including the following subject line: **Program Manager, Entrepreneurship Education** to: **careers@sbs.nyc.gov**

Salary: \$50,000 - \$55,000 annually (Salary to commensurate with experience)

If you do not have access to email, mail your cover letter & resume to:
Workforce Development Corporation
c/o NYC Department of Small Business Services
Human Resources Unit
110 William Street
New York, New York 10038