



Full Time Position:

NYACH Director

Workforce Development Division

AGENCY DESCRIPTION

The New York City Department of Small Business Services (SBS) helps unlock economic potential and create economic security for all New Yorkers by connecting New Yorkers to good jobs, creating stronger businesses, and building a fairer economy in neighborhoods across the five boroughs.

The New York Alliance for Careers in Healthcare (NYACH) is an industry partnership, bringing together disparate entities of the workforce development system in order to address the healthcare industry's rapidly changing labor force needs. NYACH is an initiative of the public-private partnership between the NYC Department of Small Business Services (SBS) and the NYC Workforce Funders and is housed at the Workforce Development Corporation, a 501(c)3. As an industry partnership, NYACH is a key strategy of Mayor Bill de Blasio's *Career Pathways* framework for redesigning the City's workforce system and ensuring that the City builds the skills that are sought after by employers.

NYACH Vision

NYACH aims to maximize the healthcare industry's ability to deliver quality care by developing a collaborative, effective, and sustainable workforce system.

NYACH Mission

NYACH's mission is to build an effective healthcare workforce development system in NYC by identifying healthcare employers' needs; helping education and training organizations adapt their approach to better meet those needs; and ensuring low income and unemployed New Yorkers have access to viable career opportunities in healthcare.

NYACH's Partners Council consists of trade associations and industry groups representing the major subsectors of healthcare, the 1199SEIU Training and Employment Funds, and the City University of New York (CUNY). NYACH works with its Partners Council, healthcare institutions, industry groups, City government agencies, education institutions, funders, and community based organizations to support the Partners Common Agenda:

1. Ensure that training and education meets the healthcare industry's needs
2. Support access to career opportunities and advancement for in-demand occupations for low-income and unemployed individuals
3. Develop multi-stakeholder partnerships and coordination across the healthcare workforce system
4. Serve as a platform to inform educational programming, policy, and advocacy

JOB DESCRIPTION

NYACH seeks a Director who will report directly to NYACH's Executive Director. In this role, the Director will:

(1) engage industry partners in the development of new and redesigned healthcare education and training programs that meet the changing hiring and skill needs of the healthcare industry, particularly with New York State's Medicaid Redesign and delivery system transformation;

(2) work in close partnership with City agencies to ensure investments in healthcare workforce development programs are aligned with the industry's needs;

(3) work with NYACH's education consortium to implement a joint strategy in ensuring NYC's workforce development system has the right number of programs, in the right place, training with the right skills in order to meet the industry's needs and provide viable career opportunities for unemployed and low-income New Yorkers.

The ideal candidate has proven experience in the healthcare industry in building constituencies, in designing education and training programs, and a demonstrated passion for NYACH's mission.

The Department of Small Business Services and the City of New York is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.



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Key job responsibilities include:

- Inform strategy development across the industry partners, healthcare employers, and with the NYACH Partners Council
- Support industry research and labor market intelligence to inform new curriculum development and program design, inform strategy and the launch of new training initiatives
- Manage ongoing cultivation of key stakeholders, including a diverse representation of industry leaders, program providers, funders, City government partners, and community based organizations
- Build the capacity of education and training providers to understand the industry's needs, build stackable career pathways, and mobilize key audiences and stakeholders

MANDATORY SKILLS / EXPERIENCE

- At least 5 years of healthcare industry experience, with at least two years in a senior, external-facing role
- A strong understanding of healthcare reform at the Federal and State level
- Experience with healthcare workforce development and working with educational and training institutions
- Demonstrated project management experience; proven ability to execute complex projects with multiple stakeholders
- Experience in planning and managing programs from inception to completion
- Exceptional organization, communication and writing skills
- Outstanding analytical, strategic, and problem solving skills
- Ability to thrive in a high-performance environment; proven ability to work well under pressure and adapt quickly to change
- Integrity, credibility, and a demonstrated commitment to the NYACH mission
- Proficiency with Microsoft Office applications, including Excel, Access, Word and PowerPoint

QUALIFICATIONS:

1. A master's degree from an accredited college in business or public administration, operations research, statistics, or a closely related field, and five years of satisfactory full-time professional experience in one or a combination of the following: human or social services, organizational research, program evaluation, project management, or a related area **OR**

2. A baccalaureate degree from an accredited college and one year of full-time satisfactory experience in one or more of the following:

- a. business development, retention, expansion and relocation or assisting businesses in accessing public and private services and programs including workforce development; or
- b. analysis of business records and documents to determine eligibility of businesses for programs and services; or
- c. economic, market or site research and analysis for business and neighborhood development; or
- d. facilitation and promotion of the film industry through the processing of various permits, marketing techniques and incentive programs.

How to Apply:

To apply, please email your resume and cover letter with the subject line "NYACH Director" to both: careers@sbs.nyc.gov and strager@sbs.nyc.gov

Also Apply:

City Employees: Apply through Employee Self Service (ESS) at www.nyc.gov/ess search for **Job ID # 231962**

All Other Applicants: Go to www.nyc.gov/careers search by agency Small Business Services and search for **Job ID # 231962**

Salary range for this position is commensurate with experience.

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NYC RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

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