

**FULL TIME POSITION:**

## **Senior Program Manager, Women Entrepreneurs NYC (WE NYC)**

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**Agency Description:**

The New York City Department of Small Business Services (SBS) is a dynamic, 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 NYC Business Programs Portfolio:**

The New York City Department of Small Business Services (SBS) helps businesses start, operate and expand in New York City. Business Programs at SBS provide support to various entrepreneurs. Within the Division, SBS serves immigrant businesses, women entrepreneurs, worker co-operatives, and businesses that seek support with resiliency.

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**Job Description:**

WE NYC (Women Entrepreneurs NYC) is a new City initiative, led by SBS, to expand the economic potential of women entrepreneurs across the five boroughs. The City believes that supporting women entrepreneurs not only empowers women, but also uplifts entire families and communities. Women entrepreneurs are key economic actors in New York City – employing over 190,000 people and generating approximately \$50 billion in sales annually. In New York City, men own 1.5 times more businesses than women, employ 3.5 times more people and make on average 4.5 times more revenue. WE NYC aims to help close this gap by serving 5,000 women entrepreneurs and small business owners over the next three years. The Senior Program Manager for WE NYC will help shape the strategic direction of the initiative and lead continued community outreach for the initiative, ensuring that WE NYC is grounded in the needs of real women living in New York City.

**Responsibilities:**

Some specific responsibilities include, but are not limited to:

- Manage several new programs to support entrepreneurs including the WE Connect Mentors program and the WE Connect Events portfolio. This includes coordinating roll-out of a new mentor class, planning events for large groups, overseeing partnerships, promoting to prospective participants and soliciting feedback.
- Create and implement innovative grassroots strategies to engage entrepreneurs from underserved communities.
- Develop and maintain collaborative relationships with SBS's network of partners, including community based organizations and WE NYC's advisory council.

**Preferred Skills:**

- Proven track record and demonstrated experience in entrepreneurship, economic development, or public policy.
- Knowledge of challenges facing women business owners and strategies to advance their economic security.
- 2-4 years' professional experience; advanced degree in an associated field is preferred.
- Excellent written and oral communication and strategic thinking skills.

**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.**



**Qualifications:**

1. A master's degree from an accredited college with a major in healthcare administration, 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 years of full-time satisfactory experience in one or more of the following:
    - Business development, retention, expansion and relocation or assisting businesses in accessing public and private services and programs including workforce development; or
    - Analysis of business records and documents to determine eligibility of businesses for programs and services; or
    - Economic, market or site research and analysis for business and neighborhood development, or sector-specific challenges facing independently-owned healthcare providers and how to help these firms grow.
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**How to Apply:**

Interested candidates should email their cover letter and resume to Elyssa White at [ewhite@sbs.nyc.gov](mailto:ewhite@sbs.nyc.gov)  
ATTN: **Elyssa White**. Include: "**Senior Program Manager, WE NYC**" in the email subject line.

**ALSO APPLY:**

City Employees: Apply through Employee Self Service (ESS) at [www.nyc.gov/ess](http://www.nyc.gov/ess) search for Job Title: **Senior Program Manager, WE NYC**.

All Other Applicants: Go to [www.nyc.gov/careers](http://www.nyc.gov/careers) search for Job Title: **Senior Program Manager, WE NYC**

**Salary is commensurate with experience.**

**NOTE:** Only those candidates under consideration will be contacted.

**NYC residency is required within 90 days of appointment**

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