

FULL-TIME POSITION: SENIOR PROGRAM MANAGER, DEVELOPMENT & PARTNERSHIPS

Agency Description:

The 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.

Job Description

In November 2014, Mayor de Blasio announced a Career Pathways approach to workforce development in NYC to expand access to career-track jobs in fast-growing industry sectors, improve job quality and foster a more cohesive workforce system. Career Pathways emphasizes training and education, deeper connections with industry employers and a commitment to improving working conditions for the city's lower-wage workers.

BuildNYC2030 is New York City's Construction Industry Partnership, an initiative of the Career Pathways framework. We are seeking a Senior Program Manager of Development and Partnerships to help provide strategic management to construction related recruitment development and training for the City's infrastructure, economic development and housing investments.

The position is charged with the overall strategic plan and program model development for construction workforce careers training and placement. The Senior Program Manager will engage a multi-disciplinary collaborative team at SBS consisting of Workforce1 Operations, the Executive Director of Center-Based Programs and Data & Reporting, and the SBS Industrial Training team to ensure that such recruitment, pipeline development, and marketing activities are aligned with strategic intent. In addition, the position will be the primary liaison working closely with the Mayor's Office of Workforce Development, City Agencies and external stakeholders. Some driving may be required.

Primary Job Functions:

- Help define industry business needs and perform skills gap analysis; guide development and implementation for recruitment
- Acting as a liaison with external agencies, contractors, developers and SBS Department of Financial Opportunity, develop a cohesive strategy for Minority/Women Based Enterprise access and communications
- Provide quality assurance function for the successful implementation of HireNYC recruitment process, portal management, pipeline development and marketing activities for all qualifying construction projects to help ensure employers' needs are met
- Work closely with vendor staff to help plan and continuously improve recruitment management and execution
- Provide frequent updates to SBS Senior Leadership
- Act as the primary liaison with external NYC government agencies and stakeholders; attend Community Board meetings as necessary to represent HireNYC, and information sessions and recruitment events as often as necessary
- Working closely with SBS Workforce1 Operations Team, lead interactions on behalf of the agency with General Contractors, Developers and Businesses
- Lead marketing and communications efforts
- Develop reporting tools for internal and external partners
- Synthesize information into memos, presentations and reports for various audiences

Preferred Skills

- Demonstrated project management experience; proven ability to execute complex projects with multiple stakeholders to deliver timely, quality results

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.

- Excellent communication skills
- Experience planning, implementing and managing projects involving diverse stakeholders
- Ability to organize and drive projects to timely completion
- MS Excel, Word and PowerPoint Skills
- Knowledge of Affordable Housing Industry and/or Construction
- Experience with Oracle CRM on Demand, Salesforce or other customer relationship management tools
- A NY State Driver's License

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 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. marketing techniques and incentive programs; or
3. An associate degree or 60 semester credits from an accredited college and three years of full-time satisfactory experience as described in "2" above; or
4. A satisfactory combination of education and experience which is equivalent to "1", "2", or "3" above. However, all candidates must have least 60 semester credits from an accredited college.

How to Apply:

Please email your resume and cover letter with the subject line: **Senior Program Manager, Development & Partnerships** to: careers@sbs.nyc.gov

ALSO: City Employees: Apply through Employee Self Service (ESS) at www.nyc.gov/ess search for Job ID: 266458

All Other Applicants: Go to www.nyc.gov/careers search by agency Small Business Services and search for Job Title: **Senior Program Manager, Development & Partnerships**

SALARY RANGE: 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