

FULL TIME POSITION:
SENIOR PROGRAM MANAGER, COMMUNITY CORNERSTONE
Division of Business Services

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

JOB DESCRIPTION:

The Senior Program Manager for the Community Cornerstone program will help develop and manage a set of services to help long-standing "Community Cornerstone" businesses in New York City. The selected candidate will play a vital role in designing a citywide marketing campaign for long-standing businesses, help develop a high-touch consulting services aimed at helping businesses adapt to neighborhood and economic changes, and create a specialized grant program for businesses seeking to implement operational and/or physical changes to increase efficiency or make them more competitive in changing neighborhood.

This position will report to the Director for Intensive Growth Services. Specific responsibilities will include:

- Design and deliver citywide Community Cornerstone marketing campaign and business recruitment program
- Launch and manage specialized consulting services aimed at helping businesses adapt to neighborhood and economic changes (including handling all procurement, contract management, and performance tracking)
- Create specialized grant program for businesses seeking to implement operational and/or physical changes to increase efficiency or make them more competitive in changing neighborhood
- Manage the execution of multiple work streams (including coordinating cross-departmental or cross-agency teams)
- Manage day-to-day operations for programs, including recruitment, operations, and measuring program impact
- Advise on strategic initiatives to help small, neighborhood-based businesses throughout NYC

PREFERRED SKILLS:

The ideal candidate will have demonstrated success managing citywide systems and will have exhibited:

- 2 + years 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

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. 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 including the following subject line Senior Program Manager, Community Cornerstone to: careers@sbs.nyc.gov

ALSO:

City Employees: Apply through Employee Self Service (ESS) at www.nyc.gov/ess search for Job Title: **Senior Program Manager, Community Cornerstone**

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

Salary range: \$60,000 – \$70,000

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