

## **FULL TIME POSITION: SPECIAL ASSISTANT DIVISION OF ECONOMIC AND FINANCIAL OPPORTUNITY**

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### **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.

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### **Job Description:**

The Division of Economic and Financial Opportunity (the Division) is committed to encouraging a competitive and diverse New York City business environment by promoting the growth and success of small businesses, with special emphasis on historically underserved groups, and ensuring their meaningful participation in the government procurement process. The Division oversees the day-to-day operations of the City's Minority- and Women-owned Business Enterprise (M/WBE) Program.

The Division is seeking Special Assistant to support the Deputy Commissioner and Division business units. In this capacity, the Executive Assistant will:

- Coordinate internal and external communications for the Division, including updates and reports to City Hall and other stakeholders
- Track progress of targeted initiatives with staff and update the Deputy Commissioner to areas that need attention
- Manage correspondence addressed to the Division, the Commissioner, and/or the Mayor
- Manage schedules for the Executive Office
- Assist the Executive Office staff with day-to-day duties, including scheduling, answering phones, and compiling preparatory materials
- Handle travel arrangements for the Executive Office
- Arrange logistical requirements associated with public meetings for the division
- Maintain departmental contact lists, organization charts and e-mail distribution lists
- Provide clerical support, maintain files, help coordinate communication internally and externally
- Proactively identifying ways to improve the efficiency of the leadership team.
- Anticipating needs from the team and identifying opportunities to create processes and systems to streamline office flow
- Handle customer inquiries and serve as concierge, directing requests to appropriate business units and staff within the Agency
- Work on special projects as assigned

### **Preferred Skills:**

- Excellent organizational and time management skills
- Excellent verbal and written communication skills
- Demonstrated ability to remain calm under pressure in a fast-paced environment
- Discretion and excellent judgment
- Proactive approach and positive attitude
- Excellent MS Word, Excel, PowerPoint and Outlook skills
- Data analyses and reporting experience a plus

### **Qualification Requirements:**

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

**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.**



careers  
businesses  
neighborhoods

**How to Apply:**

To apply for this position, please email your resume and cover letter including the following subject line:

**Special Assistant/DEFO to: [careers@sbs.nyc.gov](mailto:careers@sbs.nyc.gov)**

**ALSO:**

City Employees: Apply through Employee Self Service (ESS) at [www.nyc.gov/ess](http://www.nyc.gov/ess) search for Job ID: **267075**

All Other Applicants: Go to [www.nyc.gov/careers](http://www.nyc.gov/careers) search for Job ID: **267075**

**Salary: 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