

FULL TIME POSITION:

Program Coordinator, Capacity Building Programs Division of Economic and Financial Opportunity

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.

UNIT DESCRIPTION – Division of Economic and Financial Opportunity (DEFO):

The Division of Economic and Financial Opportunity 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.

Job Description:

CAPACITY BUILDING & CORPORATE PARTNERSHIPS

Capacity Building & Corporate Partnerships is a set of programs and services designed to provide education, training and mentorship for Minority- and/or Women-owned Business Enterprises (M/WBEs) in order to help strengthen their operations and financial position, and develop management and leadership skills in order to better compete for public and private sector contract opportunities. This includes the following initiatives:

- **NYC Construction Mentorship Program** – SBS provides business and construction management training to a specific cohort of M/WBEs, through business assessment, one-on-one mentorship and a custom-developed growth plan, in order to assist construction M/WBEs grow their firms. This application-based program is offered annually and is comprised of a 9-month curriculum.
- **Bond Readiness Program** – SBS provides guidance, training and support to a specific cohort of construction M/WBEs looking to get or increase their bond capacity. The program engages surety companies to provide assistance and direct bonding access. This application-based program is offered annually and is comprised of an 8-month curriculum.
- **HPD Developer Program** – SBS and the NYC Department of Housing Preservation and Development (HPD) partner to provide a specific cohort of M/WBEs in the affordable housing development industry with guidance in navigating this arena and resources in order to help them compete for HPD affordable housing project opportunities.
- **NYC Teaming** – SBS provides workshops, services and matchmaking events designed to assist M/WBEs partner with prime vendors, other M/WBEs or small businesses in order to be able to compete for new or larger contract opportunities.
- **NYC Goods and Services Mentorship Program** – SBS provides business management training, through business assessment, one-on-one mentorship and a custom-developed growth plan, in order to assist a specific cohort of professional services, standard services and goods M/WBEs build their capacity to more successfully compete for City contract opportunities. This application-based program is offered annually and is comprised of an 8-9-month curriculum.
- **Corporate Alliance Program (CAP)** – SBS partners with 10 major corporations to provide education, training and mentorship on how to do business with large corporations in order to build their capacity and ability to take on public sector work.

JOB RESPONSIBILITIES:

The **Program Coordinator** will report to the Assistant Commissioner of the Capacity Building & Corporate Partnerships unit and would be responsible for:

- Assisting the Unit's Program Managers and Assistant Commissioner with administrative support for the unit's programs and initiatives, including CRM data entry, compiling reporting data, coordinating success stories, preparation of presentation materials, and other unit tasks as needed
- Event planning support for program events, including workshops, business matching events, information sessions/open houses, kickoffs, graduations and other related events
- Supporting divisional and agency events as needed
- Supporting maintenance of program-related online content and marketing collateral
- Maintaining standard operating procedures (SOPs) documentation for unit programs
- Coordinating receipt of program metrics and performance reports from program contractors and CAP partners
- Administering program-related surveys
- Special projects as assigned

PREFERRED SKILLS:

- Advanced proficiency using MS Word, MS Excel, MS PowerPoint, MS Visio and MS Project
- Experience with data analysis and reporting using MS ACCESS, MS EXCEL or other software application
- At least two years of previous work experience that included program coordination, data analysis, administrative assistance, and event management a plus
- Outstanding written and verbal communications skills – please provide a writing sample
- Strong work ethic and keen attention to detail
- Comfortable working in a fast-paced environment, managing multiple tasks simultaneously and prioritizing assignments to meet deadlines
- Ability to manage both internal and external relationships

QUALIFICATIONS:

1. A baccalaureate degree from an accredited college and six months of full-time, satisfactory professional, technical, or administrative experience in one or more of the following fields: human rights, affirmative action planning/administration, position classification, or labor law. A law degree may be substituted for six months experience; or

2. A four year high school diploma or its educational equivalent and four years of full-time satisfactory professional, technical, or administrative experience in one or more of the fields mentioned in "1" above.

How to Apply:

To apply for this position, please email your resume and cover letter including the following subject line: **Program Coordinator – Capacity Building Programs** to: careers@sbs.nyc.gov

Also Apply:

City Employees: Apply through Employee Self Service (ESS) at www.nyc.gov/ess search for Job Title: **Program Coordinator – Capacity Building Programs**

All Other Applicants: Go to www.nyc.gov/careers search by agency Small Business Services and search for Job Title: **Program Coordinator – Capacity Building Programs**

Salary Range: \$42,000 - \$45,000

NOTE: Only those candidates under consideration will be contacted.

NYC residency is required within 90 days of appointment (does not apply to all positions)

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.



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