

<b>CIVIL SERVICE TITLE:</b> Administrative Contract Specialist-Managerial Level 2	<b>TITLE CODE NO.:</b> 10095-M2
<b>OFFICE TITLE:</b> Director of Employer Engagement and Partnerships	<b>SALARY:</b> \$52,210 to \$107,000 (Annual)
<b>DIVISION/WORK UNIT:</b> Youth Workforce/Summer Youth Employment Program	<b>WORK LOCATION:</b> 161 William Street, New York 10038
<b>HOURS:</b> 35 Hours Per Week (minimum)	<b>NUMBER OF POSITIONS:</b> 1

**JOB DESCRIPTION:**

The New York City Department of Youth and Community Development (DYCD) supports youth and community services through contracts with a broad network of Community-Based Organizations (CBO) throughout New York City. Our central task is administering available city, state, and federal funds to a wide range of innovative, practical and quality programs that positively impact youth and communities.

NYC Department of Youth and Community Development (DYCD) is seeking an accomplished candidate for the position of Director of Employer Engagement and Partnerships in support of Youth Workforce initiatives. The Director will be responsible for engaging, cultivating and managing relationships with NYC area employers, employer networks and key stakeholders in support of DYCD's various youth workforce programs and to advance the goal of increasing the number of private sector jobs and internships across the portfolio. The role will also require relationship-building and interaction with various NYC Agency partners to coordinate outreach efforts, update on DYCD's progress and represent the Agency at various meetings and functions. The Director of Employer Engagement and Partnerships will report to the Senior Director of Youth Employment.

Specific duties include but are not limited to:

- Cultivate and manage relationships with employers and networks to develop internship, employment, funding and other opportunities for partnership in support of youth workforce programming.
- Guide the development and implementation of a plan to increase the number of private sector placements across the youth workforce portfolio.
- Identify potential private sector employers in high growth sectors and develop and maintain a network of relationships with hiring authorities.
- Coordinate and monitor participant selection process and provide support to both employers and community-based organizations contracted to operate programs in their employer relations efforts.
- Coordinate outreach efforts with the Mayor's Office of Workforce Development, Center for Youth Employment, Mayor's Fund to Advance New York City and Workforce Development Board.
- Assist in the development and maintain tracking information and reporting of employer engagement efforts.
- Provide support to Workforce Development Program Directors and broader team as needed.
- Represent Agency at appropriate forums
- Supervise Deputy Director of Employer Engagement and Partnerships.
- Coordinate events (partner forums, recognition events, etc.)
- Other duties as determined by the Senior Director of Youth Employment.

**PREFERRED SKILLS:**

- The ideal candidate will have at least 7 years of experience working in a leadership position in the corporate or private sector and within one of the following functions: marketing, sales, human resources, recruitment, employer engagement.
- Minimum of a BA, MA in a relevant discipline preferred.
- Demonstrated working relationships with private sector and/or business networks and established network of professional association, industry/sector contacts.
- Exceptional communication skills (verbal and written) and relationship building skills.
- Well-organized, detail oriented, with excellent follow-through ability.
- Ability to manage multiple projects, support various programs and competing tasks and priorities.
- Proficient in Microsoft Office Suite and social media.

**MINIMUM QUALIFICATIONS:**

1. A baccalaureate degree from an accredited college and four years of full-time, satisfactory professional, technical or administrative experience in one or more of the following fields: program evaluation, contract negotiations/management, business or public administration, contract community relations, or related fields; at least eighteen months must have been in an administrative, managerial or executive capacity, or supervising professional personnel performing work in program evaluation, contract negotiation/management, business or public administration; or
2. A four year high school diploma, or its equivalent, and six years of full-time, professional, technical or administrative work experience in one or more of the fields cited above; at least eighteen months must have been in an administrative, managerial or executive capacity, or supervising professional personnel as described in "1" above; or
3. A satisfactory equivalent of education and experience as cited above. However, all candidates must have the eighteen months of administrative, managerial or executive experience or experience supervising professional personnel as described in "1" above.

**APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL  
NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT**

**Candidates with two (2) years of City service may reside in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties.**

To APPLY:

**Search for the Job ID  
#219640**

External Candidates please go to [www.nyc.gov/careers](http://www.nyc.gov/careers)

Current NYC employees please go to [www.nyc.gov/ess](http://www.nyc.gov/ess)

ALL APPLICATIONS MUST BE SUBMITTED VIA THE ONLINE PORTALS MENTIONED ABOVE.  
SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE AN INTERVIEW. ONLY CANDIDATES UNDER  
CONSIDERATION WILL BE CONTACTED.

**\*If you do not have access to a personal computer, please visit your local library\***

**POST DATE: 10/20/2015**

**POST UNTIL: FILLED**

**JOB ID #: 219640**

The City of New York and the Department of Youth and Community Development is an Equal Opportunity Employer.