

**NYC OFFICE OF THE MAYOR
NYC OFFICE OF HUMAN CAPITAL DEVELOPMENT
POLICY ADVISOR**

ORGANIZATIONAL PROFILE: In 2012, Mayor Bloomberg created the NYC Office of Human Capital Development (OHCD), a new entity housed in the Office of the Mayor to oversee, support, and strengthen the City's range of workforce development, skills training, and adult education activities. The NYC Workforce Investment Board (WIB) and former Mayor's Office of Adult Education (MOAE) were consolidated and placed under the umbrella of OHCD, and the vision and goals are broader than both combined. OHCD strives to help businesses meet their labor needs and help NYC jobseekers find stable jobs with advancement potential. To learn more about OHCD, visit www.nyc.gov/ohcd

OHCD collaborates closely with the various City agencies involved in workforce development and adult education programming - such as the Department for the Aging (DFTA), Department of Correction (DOC), NYC Economic Development Corporation (NYCEDC), Human Resources Administration (HRA), New York City Housing Authority (NYCHA), Department of Parks and Recreation (DPR), Department of Small Business Services (SBS), Department of Youth and Community Development (DYCD), the Department of Education (DOE) and the City University of New York (CUNY).

JOB DESCRIPTION: The Policy Advisor will report to one of OHCD's Managing Directors. S/he will act upon, design and develop policies, programs and initiatives that are consistent with OHCD's goals and objectives and work on a variety of projects. This includes coordinating, managing and supporting projects related to workforce development, skills training and adult education that increase efficiency, collaboration, and quality of services.

The Policy Advisor may work on projects that include, but are not limited to:

- Developing the City's action agenda around major changes to the GED test
- Building upon the City's *Know Before You Enroll* campaign
- Piloting a real-time adult education seat locator system
- Developing a strategy to expand access to Wage Reporting System data
- Collaborating with partner agencies on priority administration efforts related to workforce and adult education
- Developing a Citywide workforce and adult education strategy and agenda
- Overseeing and implementing the responsibilities of the Workforce Investment Board (WIB), with a focus on member engagement, recruitment and partnerships

Job responsibilities may include, but are not limited to:

- Crafting and leading communications strategy for the office and OHCD leadership, including preparing talking points, speeches, presentations, content for the OHCD website, and material used for other platforms and engagements.
- Engaging with key partners at the Federal, State and local level and keeping abreast of new policy priorities and legislative developments, in order to identify promising practices and innovative program models in workforce development and adult education and make recommendations for implementation in New York City.
- Initiating and coordinating interagency projects related to workforce development, skills training and adult education. Originating and/or overseeing the generation of project-related documents including schedules, project plans, presentations, meeting agendas, minutes, status reports, etc.
- Representing OHCD at meetings with internal and external stakeholders

PREFERRED SKILLS/QUALIFICATIONS:

- A Bachelor's and/or Master's Degree in Economics, Finance, Business or Public Administration, Organizational Development, Labor Relations, Psychology, Sociology, Political Science, or a closely related field
- Three-to-five years of professional-related experience
- Dedicated to OHCD's mission, with a demonstrated interest in workforce development, skills training and adult education
- Exceptional writing and editing skills who can strike a compelling and polished but not overly formal tone
- Super organized and productive, adept at balancing multiple rapidly-changing workstreams, prioritizing duties, problem solving, paying close attention to detail, meeting deadlines, and excited to roll up your sleeves in a fast-paced environment
- Top-notch strategic, analytic, creative and innovative thinking
- Strong communication and teamwork skills, comfortable in a collaborative culture but also able to work independently with minimal supervision
- High professionalism, self-motivation, efficiency and results-oriented mindset
- Ability to build effective rapport, trust and credibility with stakeholders, good at reading interpersonal dynamics and capable of effective diplomacy when needed
- Advanced knowledge of MS Office, and highly proficient with presentation software like Powerpoint and deck-making

SALARY: Salary Commensurate With Experience.

TO APPLY: Submit a one-page cover letter and resume to: Max Reynaga at mreynaga@cityhall.nyc.gov

**New York City Residency Is Required Within 90 Days Of Appointment
The City of New York and the Office of the Mayor are Equal Opportunity Employers**