

FULL TIME POSITION: OUTREACH SPECIALIST, CHAMBER ON THE GO DIVISION OF BUSINESS SERVICES

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.

Job Description:

The Chamber on the Go Program aims to expand the reach of the Department of Small Business Services (SBS) – Business Services Division’s service delivery, to low-moderate income areas outside of Business Improvement Districts (BIDs). The Outreach Specialist will assist with connecting business owners to an SBS Account Manager who will advise businesses on recommended services and resources SBS has available for business owners. After conducting initial research and a needs assessment of the business, the Specialist will relate this information back to an Account Manager who will deliver services to increase stability and growth, including assistance with financial management, marketing, technology, navigating government, selling to government, legal assistance, training, business courses and/or recruitment services.

Job Responsibilities:

The Outreach Specialist will join the agency’s Chamber on the Go team. He/she will be responsible for the administration, operations and project management for related programs. Some specific responsibilities include, but are not limited to:

- Conducting research and analyses of targeted small businesses to understand their commercial needs and roles in their communities
- Through the completion of a needs assessment communicate support services available to them through the Department of Small Business Services
- Connecting the business to the Business Solutions Center Account Manager in their Borough where canvassing takes place.
- Canvass small business corridors throughout the five boroughs of New York City.
- Input Leads and Service requests into Oracle for reporting and data analysis.
- Create weekly reports for businesses served and businesses reached.

Preferred Skills:

- Excellent interpersonal skills and the ability to work well with staff across a variety of positions and levels of seniority throughout the agency and in the field
- Superior writing and communications skills; strong organizational skills; and the ability to plan, coordinate, implement and finalize projects according to specifications, deadlines, and budgets
- Strong quantitative and analytical skills
- Proficiency in MS Office, including Excel and PowerPoint

Qualification Requirements:

- Undergraduate degree in business or similar field
- Academic knowledge of and/or professional experience with small business development and/or relationship management.



careers
businesses
neighborhoods

How to Apply:

Please Note this position will be for the duration of Nov 1st, 2016- June 30th, 2017

To apply, **please email** your resume and cover letter including the following subject line: **Outreach Specialist Chamber on the Go** to: **careers@sbs.nyc.gov**

Salary: \$35,000

NOTE: Only those candidates under consideration will be contacted.

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

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