

Full-Time Position



PROGRAM ASSOCIATE

NEW YORK ALLIANCE FOR CAREERS IN HEALTHCARE

AGENCY DESCRIPTION:

The New York City Department of Small Business Services (SBS) is a vibrant, client-centered agency whose mission is to serve New York's small businesses, jobseekers and commercial districts. SBS makes it easier for businesses in New York City to form, do business, and grow by providing direct assistance to business owners, fostering neighborhood development in commercial districts, and linking employers to a skilled and qualified workforce.

ABOUT THE WDC:

The Workforce Development Corporation is a 501(c)(3) nonprofit corporation that works closely with the New York City Department of Small Business Services to contribute to the economic vitality of the City by promoting workforce development and job creation through public and private partnerships.

ORGANIZATION DESCRIPTION:

The New York Alliance for Careers in Healthcare (NYACH) is an industry partnership, bringing together disparate entities of the workforce development system in order to address the healthcare industry's rapidly changing labor force needs. NYACH is an initiative of the public-private partnership between the NYC Department of Small Business Services (SBS) and the NYC Workforce Funders and is housed at the Workforce Development Corporation, a 501(c)3.

NYACH's mission is to build an effective workforce development system in NYC by identifying healthcare employers' needs; helping education and training organizations adapt their approach to better meet those needs; and ensuring low income and unemployed New Yorkers have access to viable career opportunities in healthcare.

Our Partners and Approach

NYACH's Partners Council includes trade associations and industry groups representing the major subsectors of healthcare (hospitals, community health centers, long-term care facilities, and home care providers), 1199SEIU Training and Employment Funds, the City University of New York (CUNY), NYC SBS, and local community based organizations. The Partners Council informs NYACH's work and meets regularly to meet three core objectives: 1) ensure that workforce training and education meet the needs of healthcare providers by engaging employers in the enhancement of curricula and program design; 2) support access to career opportunities for unemployed and low-income New Yorkers by incorporating adult-learner approaches, basic education, competency-based learning, case management, and internship/externship opportunities that lead to quality healthcare employment; 3) foster a more effective and coordinated healthcare workforce development system in NYC.

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JOB DESCRIPTION:

The Workforce Development Corporation seeks a NYACH Program Associate to support the ongoing management and implementation of program efforts designed to provide healthcare education, training, and career opportunities at scale to thousands of New Yorkers.

The Program Associate will report to NYACH's Executive Director and provide administrative support in day-to-day operations and program delivery. S/he will work closely the NYACH and SBS Healthcare Training team to support NYACH's three core objectives, including the successful engagement of industry stakeholders, the effective support and scaling of programs and initiatives, and the recruitment, training, and placement of target demographics.

SPECIFIC RESPONSIBILITIES:

Key responsibilities include:

- Manage day-to-day correspondence with key stakeholders, program partners, and participants
- Support development of everyday systems and processes designed to ensure efficacy of efforts across all training initiatives and projects
- Conduct research to inform NYACH and SBS healthcare training strategy and establish benchmarks
- Manage and track NYACH's program data and outcomes in NYACH's new data portal
- Support cultivation efforts among a diverse representation of industry leaders, program providers, funders, government partners, and program participants
- Provide operational and logistical support across all NYACH and SBS healthcare training initiatives
- Support short- and long-term outreach and communications efforts
- Generate regular reports to measure efficacy of efforts, track progress to date, and deliver real-time data to inform work

REQUIRED BACKGROUND AND SKILLS:

- Bachelor's degree required
- 1-3 years of work or fellowship experience in the workforce development, healthcare, government, and/or nonprofit field
- Ability to thrive in a high-performance environment; ability to work well under pressure and adapt quickly to change
- Exceptional writing and communication skills with impeccable attention to detail; organizational skills must
- Demonstrated ability to correspond with and manage high-level relationships
- Proven analytical, problem solving, and creative thinking abilities; enterprising and resourceful, self-starter and team player
- Experience with planning and coordinating large meetings, workshops and/or conferences
- Integrity, credibility, and a demonstrated commitment to the NYACH mission
- Proficiency with Microsoft Office applications, mastery of Excel and PowerPoint preferred

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TO APPLY, PLEASE SUBMIT A RESUME AND COVER LETTER TO:

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