

Full-Time Position



PROGRAM MANAGER NEW YORK ALLIANCE FOR CAREERS IN HEALTHCARE

ORGANIZATION DESCRIPTION:

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.

The New York Alliance for Careers in Healthcare (NYACH) is a grant-funded initiative housed at the Workforce Development Corporation. Serving as an intermediary, NYACH aims to maximize the healthcare industry's ability to deliver quality care by developing a qualified workforce.

NYACH's mission is to build an effective healthcare 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.

An initiative of the public-private partnership between the NYC Workforce Funders and the NYC Department of Small Business Services, NYACH's partners are the key industry and trade associations representing the major healthcare sub-sectors of acute, primary, and long-term care, in addition to the 1199SEIU Training and Employment Fund and the City University of New York. NYACH is also part of the National Fund for Workforce Solutions.

JOB DESCRIPTION:

The Workforce Development Corporation seeks a Program Manager to work on the NYACH team and manage the training partnerships developed through the initiative. The partnerships focus on innovative education and training programs that are designed to meet the changing workforce needs of the healthcare industry while providing unemployed and low-income New Yorkers with the skills sought by employers.

ESSENTIAL RESPONSIBILITIES:

The NYACH Project Manager will be an employee of the Workforce Development Corporation, working solely on the NYACH initiative. The Project Manager's duties may include, but may not be limited to, the following:

- Work with NYACH's partners to develop and launch innovative, industry-driven training programs that are responsive to healthcare providers' labor force needs and provide viable career opportunities for workers
- Identify opportunities for partners to collaborate more effectively in a way aligned with NYACH's vision and mission, then develop and implement plans to realize those opportunities
- Manage the progress and quality of programs as they are implemented
- Document program development and communicate progress to NYACH team and project stakeholders, including funders

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- Develop and maintain effective ties with key partners, including governmental agencies and non-profit groups
- Track, collect, and manage program data outcomes
- Manage the new NYACH website content

REQUIRED BACKGROUND AND SKILLS:

- A Master's degree from an accredited college in public health or public administration with at least 1 year of related work or field experience, or a Bachelor's degree with 3 years of relevant work experience in healthcare, not-for-profit, or workforce development
- Knowledge of the healthcare delivery system and healthcare policy, with a preference for a strong understanding of the primary and community based care setting
- Experience in planning, implementing, and managing projects involving multiple stakeholders
- The ability to work with a team of diverse professionals to achieve project milestones and goals
- Excellent organization skills, attention to detail, and the ability to drive projects to timely completion
- Strong communication and writing skills
- Outstanding analytical, problem solving, and creative thinking abilities
- Proficiency with Microsoft Office applications, including Excel, Access, Word and PowerPoint.

PHYSICAL DEMANDS:

Nature of work requires an ability to operate standard business office equipment. Requires ability to communicate and exchange information, collect, compile and prepare work documents, set-up and maintain work files. Occasional day travel may be a possibility.

WORKING CONDITIONS:

Majority of work performed in a general office environment. May require some travel.

OTHER:-

Because NYACH receives federal funding, the selected candidate will be required to pass a criminal background check before starting work.

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

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