

## **FULL-TIME POSITION:**

### **Program Assistant, NYC Tech Talent Pipeline Workforce Development Corporation**

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#### **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.

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#### **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.

#### **About the NYC Tech Talent Pipeline:**

The Tech Talent Pipeline is a collaboration between businesses, community organizations, government, academic institutions, and training providers designed to support the growth of New York's tech ecosystem and prepare New Yorkers for 21<sup>st</sup> century jobs.

A three-year, \$10 million initiative announced by the Mayor in May 2014, the Tech Talent Pipeline provides leadership, funding, and support to public and private partners working to deliver technology education, training, and job opportunities to underserved New Yorkers. The collaboration is supported by several philanthropic partners, including JP Morgan Chase, the New York Community Trust, and the NYC Workforce Funders.

The Tech Talent Pipeline is a initiative of the Workforce Development Corporation, 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.

#### **Job Description:**

The Tech Talent Pipeline seeks a Program Assistant to support the ongoing management and implementation of program efforts designed to provide technology education, training, and job opportunities at scale to thousands of New Yorkers.

In this newly established role, the Program Assistant will report to the Founding Director and provide administrative support in day-to-day operations and program delivery. The position will play an integral role in building an efficient team equipped to deliver results in a fast-paced, high-performance environment. S/he will work closely with the Director of Strategy and Initiatives and Program Manager across 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. The ideal candidate is a generalist with 1-3 years' experience in high-level operational support and a demonstrated passion for the Tech Talent Pipeline's mission.

### **Job Responsibilities:**

The Tech Talent Pipeline Program Assistant will support the team leading efforts in the development, delivery and assessment of all Tech Talent Pipeline initiatives. 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 projects
- Conduct research to inform strategy and establish benchmarks
- Manage and track all program efforts, data, lists, and research
- Support cultivation efforts among a diverse representation of industry leaders, program providers, funders, government partners, and program participants
- Provide operational support across all 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

### **Preferred Skills:**

- Bachelor's degree required
- 1-3 years of experience in a fast-paced environment
- Ability to thrive in a high-performance environment; ability to work well under pressure and adapt quickly to change
- Proven ability to manage multiple projects with tight deadlines
- 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
- Event planning experience a plus
- Knowledge of technology industry preferred
- Integrity, credibility, and a demonstrated commitment to the Tech Talent Pipeline mission
- Experience in technology-related fields or coursework a plus
- Proficiency with Microsoft Office applications, mastery of Excel and PowerPoint preferred; Adobe InDesign a plus

### **How to Apply:**

To apply for this position, please email your resume and cover letter with the subject line: Program Assistant, NYC Tech Talent Pipeline to: Kristen Titus, Founding Director, Tech Talent Pipeline at [Ktitus@sbs.nyc.gov](mailto:Ktitus@sbs.nyc.gov).

**Salary Range:** \$40,000-\$45,000

**Note:** Only those candidates under consideration will be contacted.

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, 7<sup>th</sup> Floor, New York, New York 10038

**The Department of Small Business Services and the City of New York is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.**