



Bill de Blasio
Mayor

Small Business
Services

FULL-TIME POSITION:

Program Manager, NYC Tech Talent Pipeline Workforce Development Corporation

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.

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 21st 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 Manager to support efforts to deliver programming, strategies, and initiatives designed to provide technology education, training, and job opportunities at scale to thousands of New Yorkers.

In this newly established role, the Program Manager will report to the Founding Director and assist in the management of program initiatives and day-to-day operations. The position will play an integral role in ensuring the successful execution of all programming and activities in a fast-paced, high-performance environment, from industry research to stakeholder convenings to program recruitment and evaluation efforts. S/he will work closely with the Director of Strategy and Initiatives 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 2-5 years' experience in high-level operational support, and a demonstrated passion for the Tech Talent Pipeline's mission.

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.



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Job Responsibilities:

The Tech Talent Pipeline Program Manager will support efforts in the development, delivery and assessment of all Tech Talent Pipeline initiatives. Key responsibilities include:

- Translate high-level strategy into actionable programming and initiatives with measurable results
- Ensure the successful execution of programming and initiatives designed to engage key stakeholders
- Build, iterate, and manage day-to-day systems and processes to track multiple projects, outcomes, and efficacy of efforts
- Support ongoing research efforts to inform strategy and set benchmarks across all areas of work
- Facilitate and track cultivation efforts among a diverse representation of industry leaders, program providers, funders, government partners, and program participants
- Support marketing and communications efforts designed to increase awareness and mobilize key audiences
- Oversee select program design, development and implementation to deliver technology education and job opportunities at scale
- 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
- 2-5 years of experience in a fast-paced environment preferred
- Demonstrated project management experience; proven ability to execute complex projects with multiple stakeholders to deliver fast, quality results
- Knowledge of technology industry preferred
- Proven experience in planning, implementing, and managing projects from inception to completion
- Excellent organization skills and impeccable attention to detail
- Exceptional communication and writing skills
- Outstanding analytical, problem solving, and creative thinking abilities; enterprising and resourceful, self-starter and team player
- Ability to thrive in a high-performance environment; proven ability to work well under pressure and adapt quickly to change
- 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 Manager, NYC Tech Talent Pipeline to: Kristen Titus, Founding Director, Tech Talent Pipeline at Ktitus@sbs.nyc.gov.

Salary Range: \$50,000-\$55,000

Note: Only those candidates under consideration will be contacted.

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