

LIMITED-TERM POSITION: MANAGER, NYC TECH TALENT PIPELINE WORKFORCE DEVELOPMENT CORPORATION

About the Workforce Development Corporation:

The WDC is an independent 501(c)(3) not-for-profit created by the City of New York (the “City”) specifically for the purpose of assisting the City in developing and funding workforce initiatives. In furtherance of this purpose, the WDC and the NYC Department of Small Business Services (SBS) work in a partnership consisting of, among other things, jointly developing, funding and managing workforce and training initiatives, and resource sharing.

About Industry Partnerships:

Industry partnerships, including the NYC Tech Talent Pipeline, work with employers, industry and trade organizations, organized labor, non-profits, training providers and educational institutions, private philanthropy, and workforce organizations to build a sustainable and robust pipeline of local talent to fill New York City's jobs, create formal career paths to good jobs, reduce barriers to employment and sustain or increase middle-class jobs. Other industry partnerships include the construction, healthcare, hospitality, and industrial fields

Job Description:

The NYC Tech Talent Pipeline (TTP) is the City of New York's tech Industry Partnership, launched in 2014 by Mayor Bill de Blasio to support the *inclusive* growth of the NYC tech ecosystem by delivering quality jobs for New Yorkers and quality talent for the city's businesses. Driven by a network of 400+ tech employers, TTP works with public and private employers to define industry needs, develop education, training, and hiring solutions to meet those needs, and catalyze systemic change needed to deliver talent and job opportunities across the five boroughs. TTP works in three main pillars – ensuring the public higher education system prepare and deliver qualified candidates for tech roles (*CUNY 2x Tech*); bolstering the network of high quality accelerated training providers and pathways to tech jobs (*Web Development Fellowship, DATA Accelerator*); and working directly with companies to pilot and embed new models for surfacing, hiring and developing qualified talent (*Tech Talent Team, Associate Engineer Programs*). Across each pillar, TTP's work includes a commitment to addressing the historic underrepresentation of Black/African American and Latino/a talent within the tech sector.

The NYC Tech Talent Pipeline (TTP) seeks a Manager to develop and implement a variety of critical initiatives across TTP pillars. This role will include working directly with companies, industry professionals, academic institutions, and the City to build a sustainable infrastructure for equipping New Yorkers with relevant industry experience and connections needed to successfully launch careers.

This leader will play an integral role in informing strategy related to assigned initiatives, overseeing day-to-day implementation, and delivering quality results in a fast-paced, metrics-driven environment. The scope of work will include building comprehensive program(s) for connecting qualified New Yorkers to professional tech roles, managing vendors and partners towards a shared goal, and engaging partners to ensure initiative success.

The ideal candidate is a proven end-to-end creator with a track record of engaging multiple stakeholders towards a common goal and a passion for catalyzing job opportunities for New Yorkers and the growth of NYC businesses.

Job Responsibilities:

- Develop and execute programs to connect emerging talent to paid work opportunities leveraging City infrastructure and TTP partnerships with an eye on long-term success.
- Directly manage relationships vendors and program partners via a seamless process for recruiting, onboarding, assisting, ensuring accountability, and evaluating program partners.
- Cultivate and expand industry partnerships in support of critical TTP initiatives including but not limited to programs developed by the manager and TTP Directors.

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.

- Create, refine, and execute strategy for scaling successful programs to additional partners and institutions.
- Develop and deploy communications designed to support program goals.
- Hold partners accountable for delivering on established targets and track and report on metrics developed together with TTP Directors, SBS leadership, and City Hall.
- Gather feedback from stakeholders and develop recommendations for iterating on programs.
- Originate policy recommendations required to improve, expand, and sustain successful interventions.

Preferred Skills:

- Commitment to the mission of growing an inclusive tech ecosystem in NYC
- Proactive approach to work – appreciation of (and bias for) opportunities to take ownership and offer solutions
- Demonstrated experience successfully mobilizing a diverse group of stakeholders towards a common goal; proven ability to provide excellent customer service to a diversity of clients and partners
- Experience in planning, implementing, and managing initiatives or programs from inception to completion
- Excellent organization skills and impeccable attention to detail; Exceptional communication and writing skills
- Outstanding analytical, problem-solving, creative thinking abilities; enterprising self-starter and team player
- Proven ability to work well under pressure and adapt quickly to change
- Knowledge of technology industry and understanding of NYC’s tech industry landscape strongly preferred
- Integrity, credibility, and a commitment to the NYC Tech Talent Pipeline mission and the Cyber NYC mission.
- Proficiency with Microsoft Office, including Excel, Access, Word and PowerPoint; Adobe InDesign a plus
- Foundational knowledge and/or professional experience in a technology field preferred, but not required

How to Apply:

To apply for this position, please email your resume and cover letter including the following subject line: Manager, NYC Tech Talent Pipeline to careers@sbs.nyc.gov

Salary: \$45/hr.

NOTE: Timeframe February 8, 2021 through June 30,2021 (with the possibility of extension)

Position is full-time, 35 hrs./week.

If you do not have access to email, mail your cover letter & resume to:
Workforce Development Corporation
Human Resources Unit
One Liberty Plaza
New York, New York 10006