

PART-TIME POSITION:

PROGRAM MANAGER, NYC TECH TALENT PIPELINE WORKFORCE DEVELOPMENT CORPORATION (“WDC”)

Agency Description:

The New York City Department of Small Business Services (SBS) helps unlock economic potential and create economic security for all New Yorkers by connecting New Yorkers to good jobs, creating stronger businesses, and building a fairer economy in neighborhoods across the five boroughs.

Workforce Development Corporation:

The WDC is an independent 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 SBS work in a partnership consisting of, among other things, jointly developing, funding and managing workforce and training initiatives, and resource sharing.

Tech Talent Pipeline: The NYC Tech Talent Pipeline (TTP), an initiative of the WDC, 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 sector and prepare New Yorkers for 21st century jobs. The NYC Tech Talent Pipeline works with 385+ companies, 17 local colleges, and additional public and private partners to define employer needs, develop training and education models to meet these needs, and scale solutions throughout the city, delivering quality talent for the city’s businesses and quality jobs for New Yorkers.

Job Description: The NYC Tech Talent Pipeline is seeking a part-time program manager to take the lead on a portfolio of short-term initiatives to deliver quality tech jobs for New Yorkers qualified candidates for tech companies. Working in partnership with TTP partner companies, NYC industry professionals, educators, and public partners, the part-time program manager will join for a limited term to launch critical talent, recruitment, and industry growth initiatives.

Specific responsibilities:

- Support design and implementation of programmatic workstreams – which may include recruitment, communication, curriculum development management, implementation, vendor management – for several short-term tech talent, recruitment, and industry partnership programs (e.g. Black/Latinx Tech Career Accelerator workshop, industry partner engagement campaigns, and academic/industry remote events)
- Coordinate, craft, and track communication to candidates, industry partners, internal stakeholders, and educational partners with input from broader TTP team
- Engage industry partner and professionals to ensure TTP is meeting expectations of partners and that all stakeholders are working towards common goals
- Manage a streamlined process between relevant teams for tracking applications, conversions, and outcomes of candidates for respective programs
- Ideate additional approaches for bolstering NYC tech candidate success and delivery of support to tech companies looking to expand and diversify local hiring
- Participate in weekly team meetings (as needed) and 1:1 meetings each week with TTP staff
- Be available on the weekend of 11/14-15 to support delivery of candidate-facing workshops (approx. 12 hours total) to graduates.

Preferred Skills:

- Passion and commitment to growing an inclusive tech ecosystem in NYC
- Demonstrated ability to manage multiple projects under tight deadlines and establish goals, timelines, accountability mechanisms, oversight, and evaluation approaches
- Exceptional written and verbal communication skills, with internal and external stakeholders from Executive leadership to individual participants and the general public
- Demonstrated ability to work on a team, willingness to lend a hand where needed and excitement to contribute to the overall mission of TTP
- Demonstrated commitment to delivering high quality products and services
- Willingness and proven ability to grow skillset and learn new approaches/tools

- Proficiency with Microsoft Office Suite
 - Prior experience working in a tech or tech-adjacent role at an NYC company
 - Prior experience designing and implementing a direct-service program focused on supporting technology talent
 - Prior experience delivering a direct-service program
 - Demonstrated commitment to supporting the inclusive growth of the tech ecosystem
 - Prior experience working with candidates from underrepresented backgrounds in tech, including black and latino/a individuals
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How to Apply:

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

Salary: \$50/hr.

NOTE: Only those candidates under consideration will be contacted.

Timeline: Anticipated timeframe October 19, 2020 – December 31, 2020.

Approx. 15-25 hours / week

If you do not have access to email, mail your cover letter & resume to:

NYC Department of Small Business Services
Human Resources Unit
1 Liberty Plaza, 11th floor
New York, New York 10006