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FULL TIME POSITION: BUYER ENGAGEMENT ASSOCIATE DIVISION OF ECONOMIC AND FINANCIAL OPPORTUNITY

The **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.

Job Description:

The Division of Economic and Financial Opportunity is committed to encouraging a competitive and diverse New York City business environment by promoting the growth and success of small businesses, with special emphasis on historically underserved groups, and ensuring their meaningful participation in the government procurement process.

SBS is seeking a Buyer Engagement Specialist for the Buyer Services Unit to provide services and support to City Buyers (Mayoral agencies, prime contractors, and other authorities) by using analytical tools and other methods to aggressively increase the volume and frequency of contracts awarded to Minority and Women-owned businesses.

Responsibilities:

- Provide direct support to City Buyers (agency procurement staff and prime contractors) to ensure compliance with the Local Law 1 Citywide utilization goals and other metrics used for measuring agency data trends, including MWBE identification, the support and development of annual agency utilization plans and quarterly meetings with the director of the MWBE Program;
- Research and analyze City agency contract data, procurement practices, needs, and requirements for the purpose of interpreting data trends and identifying areas of opportunity for MWBEs, including availability of vendors, procurement and capacity building opportunities;
- Assist City Buyers with the development and use of analytical tools to improve performance;
- Review City contract awards to determine areas where product and service needs are changing, and identify areas to consider for the recruitment of MWBEs that may be underutilized;
- Conduct trainings for City Buyers on requirements of the MWBE Program, program and policy changes, and other relevant information and best practices;
- Coordinate various resources and activities to connect Buyers and MWBE vendors, including planning and participating in networking events, workshops, training sessions, and other related activities;
- Assist with special projects as needed.

Preferred Skills:

- Strong working knowledge of Microsoft Excel, Access, PowerPoint, and Visio;
- Ability to analyze and evaluate data and processes;



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- Comfort working in a fast-paced environment, managing multiple projects simultaneously, and prioritizing assignments;
- Experience working with cross-functional teams and diverse groups of people;
- Strong interpersonal and written/verbal communication skills;
- Positive attitude, self-motivated, organized and detail oriented;
- Familiarity with government procurement processes; and
- Foreign language skills are a plus.

Qualification:

1.A baccalaureate degree from an accredited college and six months of full-time, satisfactory professional, technical, or administrative experience in one or more of the following fields: human rights, affirmative action planning/administration, position classification, or labor law. A law degree may be substituted for six months of experience;

How to Apply:

To apply for this position, please email your resume and cover letter including the following subject line: **Buyer Engagement Specialist** to: careers@sbs.nyc.gov

Internal candidates, please email your resume and cover letter including the following subject line: **Buyer Engagement Specialist** to: HRHELP2@sbs.nyc.gov

Also Apply:

City Employees: Apply through Employee Self Service (ESS) at www.nyc.gov/ess search for Job ID: 354577

All Other Applicants: Go to www.nyc.gov/careers search by agency Small Business Services and search for Job ID: 354577

Salary: Commensurate with Experience

NOTE: Only those candidates under consideration will be contacted.

NYC residency is required within 90 days of appointment

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
New York, New York 10038