

Full Time Position:

DIRECTOR, MANUFACTURING AND INDUSTRIAL INNOVATION COUNCIL (TALENT & STRATEGY) EXECUTIVE OFFICE

Agency Description

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.

Industry Partnerships

The first recommendation of Mayor de Blasio's workforce development strategy, Career Pathways: One City, Working Together, is expanding Industry Partnerships to ensure that New York City businesses are able to find the talent needed to thrive and grow and New Yorkers are equipped with the skills and qualifications needed to access jobs with family sustaining wages. Industry Partnerships are intermediaries between industry, government, organized labor, academia, philanthropy, community-based organizations and training providers that work together to drive the economic vitality of NYC through the development of a superior talent pool that is inclusive of all New Yorkers.

The **Manufacturing and Industrial Innovation Council (MallC)** is one of SBS' Industry Partnerships, bringing together disparate entities of the Manufacturing and Industrial ecosystem in order to address the industry's rapidly changing labor force needs and the business environment of NYC.

MallC Vision

Manufacturing and Industrial businesses have the necessary adaptability skills for the 21st Century innovation economy.

MallC Mission

To build an ecosystem in NYC that supports the growth and sustainability of Manufacturing and Industrial businesses. To do this MallC is working to:

- Align public policy and regulatory efforts to support real estate, operation and infrastructure stability
- Establish a reliable system to deliver talent pipeline for Manufacturing/Industrial jobs
- Equip businesses to transition into Industrial 4.0 to change perception of industrial sector, inside and out

Job description:

MallC seeks a Director who will report directly to **MallC's** Executive Director. In this role, the Director will:

- (1) Work with **MallC** to advise in the ongoing expansion of ApprenticeshipNYC, to ensure scale is reached to meet the changing hiring and skill needs of the manufacturing and industrial industries;
- (2) work in close partnership with City agencies to ensure investments in manufacturing and industrial workforce development programs are aligned with the industry's needs;
- (3) work with **MallC** to define common needs across sectors and to develop sustainable systems to invest in teaching technical skills so that they can fill unique positions.

The ideal candidate has proven experience in the manufacturing and industrial industries (distribution, waste management, and transportation) in building constituencies, in designing education and training programs, and a demonstrated passion for **MallC's** mission.

Key job responsibilities include:

- Inform strategy development across the industry partners, employers, and with the **MallC** leaders

- Support industry research and labor market intelligence to inform new curriculum development and program design, inform strategy and the launch of new training initiatives
- Manage ongoing cultivation of key stakeholders, including a diverse representation of industry leaders, program providers, funders, City government partners, and community-based organizations
- Build the capacity of education and training providers to understand the industry's needs, build stackable career pathways, and mobilize key audiences and stakeholders

Preferred Skills:

- At least 5 years of manufacturing and/or industrial industry experience, with at least two years in a senior, external-facing role
- A strong understanding of impacts of industrial policy at the Federal, State and City level
- Experience with manufacturing and industrial workforce development and working with educational and training institutions
- Demonstrated project management experience; proven ability to execute complex projects with multiple stakeholders
- Experience in planning and managing programs from inception to completion
- Exceptional organization, communication and writing skills
- Outstanding analytical, strategic, and problem-solving skills
- 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 **MallC** mission
- Proficiency with Microsoft Office applications, including Excel, Access, Word and PowerPoint

Qualifications:

1. A baccalaureate degree from an accredited college and 5 years of full-time paid experience acquired within the last fifteen years, of advisory or administrative experience including handling of business promotion or economic problems, at least 2 years of which must have been in a managerial or executive capacity with primary focus on business promotion or urban economic planning.

To apply, please email your resume and cover letter with the subject line **Talent& Strategy MallC Director to both: careers@sbs.nyc.gov** and **mcraytor@sbs.nyc.gov**

Internal candidates please email your resume and cover letter including the following subject line: **Talent& Strategy MallC Director to: HRHELP2@sbs.nyc.gov**

ALSO:

City Employees: Apply through Employee Self Service (ESS) at www.nyc.gov/ess search for Job ID: 367725

All Other Applicants: Go to www.nyc.gov/careers search by agency Small Business Services and search for Job ID: 367725

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