

FULL TIME POSITION: PROGRAM COORDINATOR, VENDOR SERVICES/PTAC DIVISION OF ECONOMIC AND FINANCIAL OPPORTUNITY

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.

Job Description:

Vendor Services / Procurement Technical Assistance Unit within DEFO offers free assistance to small businesses in New York City who are looking to sell their goods or services to the government. Guidance is offered through one-on-one counseling, workshops, and trainings on how to become a government contractor, finding the right contract opportunities, and competing and performing on government contracts.

The Program Coordinator will report to the Executive Director of Vendor Services/ Procurement Technical Assistance

- Assisting the Unit's Program Managers and Executive Director with support for all programs and initiatives, including CRM data entry, compiling reporting data, coordinating success stories, preparation of presentation materials, and other unit tasks as needed
- Support Vendor Services with managing and executing all requests for relevant list of M/WBES to satisfy agency procurement requests
- Coordinate all EOIs (Expressions of Interests) for upcoming agency RFPs
- Liase with Buyer Services Unit for follow up on agency requests
- Event planning support for program events, workshops, information sessions kickoffs, graduations and other related events
- Supporting maintenance of program-related online content and marketing collateral
- Maintaining standard operating procedures (SOPs) documentation library for unit programs
- Coordinating receipt of program metrics and performance reports from program managers and contractors
- Administering program-related surveys
- Assist with maintaining assessment tools, performance reports and surveys for programs
- Provide input on new program development based on program observation
- Support program marketing, vendor recruitment and follow-up efforts
- Collect and maintain success story documents by electronically organizing success stories from MWBES who have won contracts as a result of the support of the unit
- Special projects as assigned

Preferred Skills:

- Advanced proficiency using MS Word, MS Excel, MS PowerPoint, MS Visio and MS Project
- Experience with data analysis and reporting using MS ACCESS, MS EXCEL or other software application
- At least two years of previous work experience that included program coordination, data analysis, administrative assistance, and event management a plus
- Outstanding written and verbal communications skills – please provide a writing sample
- Ability to communicate effectively with both internal and external relationships

Qualifications:

1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above;
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How to Apply:

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.



To apply for this position, please email your resume and cover letter including the following subject line: **Program Coordinator, Vendor Services/ PTAC** to: **careers@sbs.nyc.gov**

Internal candidates, please email your resume and cover letter including the following subject line: **Program Coordinator, Vendor Services/PTAC** to: **HRHELP2@sbs.nyc.gov**

ALSO:

City Employees: Apply through Employee Self Service (ESS) at www.nyc.gov/ess search for Job ID: 343957

All Other Applicants: Go to www.nyc.gov/careers search by agency Small Business Services and search for Job ID: 343957

Salary: \$45,000 to \$50,000 per year

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