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FULL TIME POSITION: PROGRAM COORDINATOR, BUSINESS INCENTIVES PROGRAMS DIVISION OF BUSINESS SERVICES

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.

Business Incentives: The Business Incentives Unit is part of The Agency's Division of Business Services (DBS). The Unit serves to promote, identify and assist businesses access and apply for federal, state and municipal incentives to encourage business retention, relocation and expansion within neighborhoods of NYC.

Job Description: The Project Coordinator's primary responsibility will be supporting the Business Incentives Unit with the application process, eligibility review and compliance of businesses seeking assistance through the Unit's incentives and benefit programs.

The position will report to the Executive Director (ED) of Business Incentives and responsibilities will include:

- **Application Review:** Accurately and thoroughly reviews applications and support documents including investment costs, energy usage, moving costs and business activity to determine eligibility for programs such as the Energy Cost Savings Program (ECSP), and prepares cases for executive review and recommendations for approval or denial
- **Annual Compliance:** Assists ED with annual compliance and monitors ongoing business activity of benefit recipients
- **Technical Assistance:** To provide technical support, guidance and preliminary assessment of eligibility for the Unit's programs, and help cross promote additional fed/state incentives, in addition to the Division and Agency's broader portfolio of business services/programs
- **Interfacing with key stakeholders** including SBS leadership, industry groups, and program applicants to drive projects forward and respond to various issues on projects as they occur and make recommendation(s) for response
- **Public speaking** including to various groups and prospective clients
- **Working towards key performance metrics** as set by Unit/Division; track against targets for projects and assignments
- **Collecting and analyzing data** and preparing regular and periodic reports on project/program activity
- **Assistance with Special Projects:** provide implementation and analytical support for Unit and Divisional projects that are in line with Unit goals and Divisional/Agency strategic plan

Preferred Skills:

- Proven track record of delivering results in a fast-paced, demanding work environment
- Strong written and oral communications skills and excellent attention to detail
- Excellent organizational and time management skills
- Ability to work within cross-organizational multi-disciplinary teams
- Experience in MS Office (Word, Excel, PowerPoint, Outlook)
- Ability to work independently to solve project problems, including identifying and documenting options and recommendations to overcome obstacles.
- Experience using customer relationship management tools or other database systems to track/manage data
- Excellent interpersonal, organizational, strategic thinking and quantitative/qualitative skills

Qualifications:

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above
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How to Apply:

To apply, please email your resume and cover letter including the following subject line: Business Process and

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.



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Reform to: careers@sbs.nyc.gov

Internal candidates: please email your resume and cover letter including the following subject line: **Business Process and Reform** to: HRHELP2@sbs.nyc.gov

City Employees: Apply through Employee Self Service (ESS) at www.nyc.gov/ess search for Job ID: 367185

All Other Applicants: Go to www.nyc.gov/careers search by agency Small Business Services and search for Job ID: 367185

Salary range: \$50,000 – \$60,000

NYC residency is required within 90 days of appointment.

NOTE: Only those being considered will be contacted

If you do not have access to e-mail, please mail your cover letter & resume to:

NYC Department of Small Business Services
Human Resources Unit
110 William Street
New York, New York 10038