

# FULL TIME POSITION

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## **Workforce Development Corporation ("WDC") Technical Recruiter, NYC Tech Talent Pipeline**

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### **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.

### **ABOUT THE WDC:**

The WDC is an independent 501(c)(3) 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.

### **ABOUT THE 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 growth of the NYC tech ecosystem by delivering quality jobs for New Yorkers and quality talent for the city's businesses.

Driven by a network of 150+ tech employers, TTP works with public and private employers to define industry needs, develop education and training solutions to meet those needs, and catalyze systemic change needed to deliver talent and job opportunities across the five boroughs.

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### **Job Description:**

The WDC is looking for a technical recruiter to join us for an exciting initiative to embed tech recruiting services in the City's workforce system. The Recruiter, who will be employed for a one-year term (the "Fixed Term"), will play a key role in TTP's effort to surface great tech talent from non-traditional backgrounds for opportunities in NYC's growing tech industry. The WDC cannot guarantee any further employment at the end of the Fixed Term, but may, at its discretion and depending on the availability of funding, elect to offer the selected candidate a further term of employment on either a temporary or permanent basis.

The Technical Recruiter will source for candidates for upcoming positions, evaluate candidates' non-technical skill set using an industry-informed assessment, and provide feedback to help candidates improve as needed. Overall, the Recruiter will be a key thought partner, working closely with staff to continuously improve and lay the groundwork for a successful long-term service.

It is anticipated that the Recruiter will work closely with a software engineer who would focus on the technical aspects of candidate assessment and feedback.

### **Job Responsibilities:**

- Recruit and engage with talented New Yorkers seeking careers in tech.
- Develop and maintain partnerships with major sources of likely candidates, including tech training boot camps and CUNY schools.

- Coordinate assessments, interviews, training and coaching sessions with candidates, and meetings, feedback sessions, and debriefs with employers.
- Evaluate candidates' non-technical skill using industry-informed assessment.
- Provide direct feedback and coaching to candidates regarding resume, writing skills, and interview skills to improve professional readiness.
- Collect and aggregate information for provision to training and education providers.
- Continuously evaluate effectiveness of assessment process, provide recommendations for improvements as needed, and lead implementation of any non-technical changes needed.
- Design and deliver workshops to help candidates improve their professional readiness for roles in the tech field.
- Enter and track data to manage program participants and outcomes.

**Preferred Skills:**

- Organizational and operational prowess, including data management and creating processes/systems.
- Project management skills.
- A multi-tasker with the ability to prioritize multiple projects
- Strong written communication skills, including writing and editing/copy-editing the work of others
- Proven ability to work effectively in a fast paced environment.

**Qualifications:**

- A minimum of 2 years' experience as a technical recruiter, including facility with technical jargon and a clear understanding of trends in technology hiring.
- Strong verbal communication skills, especially with active listening and providing feedback.
- Hands-on experience with various interview formats (e.g. phone, Skype and structured)
- Technical expertise with an ability to understand and explain job requirements for IT roles.
- Solid knowledge of sourcing techniques.

**How to Apply:**

To apply for this position, please email the following materials with the subject line:  
**“Tech Recruiter WDC”**  
**To: careers@sbs.nyc.gov**

**Expected Salary Range:** Salary to Commensurate with Experience

**NOTE:**

**The term of this position will be for one (1) year.**

**ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.**

If you do not have access to email, mail your cover letter & resume to:  
C. Dennis, c/o The NYC Department of Small Business Services  
110 William Street, 7<sup>th</sup> Floor, New York, New York 10038