

Position: Program Advisor

The Deputy Mayor for housing and economic development leads New York City's efforts to invest in emerging industries, re-target corporate subsidies, build a new generation of affordable housing, and help New Yorkers secure good-paying jobs that can support a family. The Office of Workforce Development through policy oversight in daily operations will be responsible to coordinate workforce with economic development in all five boroughs, create a tight connection to businesses to ensure their needs are met, and effectively connect those New Yorkers seeking workforce services to jobs in demand as well as opportunities for advancement.

Under the direction of the Executive Director of the Office of Workforce Development, the Program Advisor will be using budgets, data and research-driven approaches to drive high-level policy for the next generation of integrated workforce development, training/education, and economic development. This will be accomplished by collaborating with multiple agency staff and workforce stakeholders to create consensus, design programs, and implement changes in education policy and programs tying them to workforce development strategy. Leadership on a variety of analytical projects, including scoping, timelines, producing quantitative and qualitative research and leading the presentation delivery of analysis and projects to high-level Citywide officials, non-profit and business leaders. The Office of Workforce Development has recently published Mayor de Blasio's workforce strategy for New York City in [Career Pathways: One City Working Together](#).

Job Description

General

- Provide policy and strategy recommendations to advise Deputy Mayor and other high-level officials at SBS, EDC, CUNY, and other government agencies
- Cultivate and maintain strong collaborative partnerships with government agencies, workforce and training providers, and private sector/umbrella organizations to drive agenda and policies
- Set up multiple, large complex projects, including scoping the deliverable, managing the timeline and presenting the material to multiple audiences
- Liaise with specific staff at government agencies that provide oversight of workforce and training contractors and programs and business services
- Analysis of Labor Market Information to identify skills gaps and economic trends

Standardizing and Metrics

- Creation of a “think tank” for use of Wage Reporting System (WRS) data to analyze the long term outcomes of WIA, TANF, CUNY and other city investments in workforce programs for best practices, further investments and building a real continuum of services.
- Ensure the metrics in all workforce RFP’s (SBS, HRA, DYCD) are coordinated and that NYC contracts incentives quality vs. quantity of placements and outcomes
- Create measureable outcomes for Industry Partnerships in collaboration with national best practices that deliver process and outcome measures
- Directing the content of the analysis from the WRS and multi-agency data, ensuring quality results. Creating use cases, project management and dissemination of final results.
- Create analysis and mapping between economic development investments, high-growth sectors and our workforce training and education resources that directly relate to seek skills gaps in our training and education offerings.
- Partnership with the NYC Labor Market Information Service (NYC LMIS), a collaborative effort with the City University of New York (CUNY), and its Center for Urban Studies, which publishes regular analyses and reports on local economic and labor market issues to ensure the creation of user-friendly materials that help Career Pathways
- Promoting effective service strategies, progressive workforce and adult education policies by commissioning and publishing reviews of best practices, distributing studies and policy papers and by facilitating seminars and conferences.

Budget and Funding

- Ability to analyze federal, state, or local budgets and use waivers strategically to ensure the mission of Career Pathways is fulfilled
- Pursuing and/or developing funding opportunities to support workforce development and adult education in the City, including public/private collaboration, private and grant funding
- Developing return on investment methodologies to compare and assess various program outcomes
- Understanding of federal, state and local funding streams and budget protocols and reporting of outcomes.
- Experience with philanthropic funding and reporting of outcomes

Cross-Agency Collaboration

- Create strong coalitions with research teams and economists at Department of Education (DOE), CUNY, Human Resources Administration (HRA), and Department of Small Business Services (SBS), NYC Economic Development Corporation (EDC).
- Research and disseminate to partner agencies – grant opportunities, funding changes, private philanthropy trends. Create and leverage agency resources as needed.
- Strong relationships with Philanthropy and government grants, provide information and guidance on innovative funding sources for workforce and training programs with goals to increase investments and outcomes.

Minimum Qualifications/Requirements

1. A baccalaureate degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA) and five (5) years of satisfactory full-time professional experience working in one or a combination of the following areas in education or literacy service provision: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; or in management or methods analysis, operations research, organizational research or program evaluation; or in personnel or public administration, recruitment, position classification, personnel relations, labor relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation or fiscal management; or in a related area.

Preferred Skills

- Masters Degree in public policy , economics, sociology demography, or other related field
- Outstanding qualitative and quantitative analytical skills
- Outstanding research and writing skills
- Strong interpersonal and communication skills, including the ability to work well and communicate with a variety of audiences (agency officials, elected officials, funders, etc.)
- Ability to work under stringent deadlines and handle simultaneous assignments.
- Experience creating successful collaboration among diverse stakeholders using indirect authority
- Knowledge of federal, state or local workforce programs, policies and best practices

Office of the Mayor

Office of Workforce Development

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- Strong evaluation and/or project management of complex social service or workforce programs

Submit to:

Executive Director Katy Gaul-Stigge kgaul-stigge@cityhall.nyc.gov with the title “Program Advisor”

- Job ID: 000126
- Business Title: Program Advisor
- Proposed Salary Range: \$75 - 95,000
- Work Location: 235 Broadway, 14th Floor
- Division/Work Unit: Mayor’s Office