

FULL TIME/SHORT TERM POSITION: Associate Contract Manager Neighborhood Development Division

Agency Description:

The New York City Department of Small Business Services (SBS) is a vibrant, client-centered agency whose mission is to serve New York's small businesses, jobseekers and commercial districts. SBS makes it easier for companies in New York City to start, operate, and expand by providing direct assistance to business owners, supporting commercial districts, promoting financial and economic opportunity among minority- and women-owned businesses, preparing New Yorkers for jobs, and linking employers with a skilled and qualified workforce. SBS continues to reach for higher professional standards through innovative systems, new approaches to government, and a strong focus on its employees.

The Neighborhood Development Division (NDD) supports community-based economic development organizations throughout New York City in order to create the conditions under which local businesses thrive and residents enjoy access to a vibrant mix of goods and services. Through its network of 72 Business Improvement Districts (BIDs), SBS's Neighborhood Development Division oversees the provision of over \$120 million in services annually. Neighborhood Development also partners with dozens of Local Development Corporations, Merchants' Associations and other neighborhood economic development organizations through Avenue NYC, a competitive grant program that funds commercial revitalization programs (business attraction efforts, place making campaigns, merchant organizing initiatives, and other economic development activities) in all five boroughs.

Job Description:

NDD is looking for a full time Associate Contract Manager that will work over the course of nine months on the following tasks:

- Help administer the new Neighborhood Development Grant Initiative in collaboration with local CBOs, Council Members, and partner City Agencies.
- Manage a portfolio of 30-40 City Council discretionary grant contracts to community based organizations (CBOs) across New York City with projects focused on local commercial revitalization efforts;
- Review and coordinate monthly payment requests to facilitate the reimbursement of grant funds to recipient organizations;
- Track progress of recipient organizations on deliverables outlined in the contract scope and help groups troubleshoot around challenges that may impede deliverable execution;
- Hold regular check-in calls and schedule site-visits with organizations to determine project status;
- Assist the agency's Procurement Unit in Contract Registration processes, subcontracting requirements, and liaising with other City Agencies responsible for discretionary contract review/approval
- Report to division and agency officials on grantee project progress;

Preferred Skills:

- The ideal Associate Contract Manager will have interest in economic development, urban planning, program management, nonprofit management, capacity building, government affairs, grant administration, or a related field.
- The ability to learn quickly, manage multiple contract management obligations, and proactively problem-solve/navigate City contract registration process;
- Detailed oriented, with the ability to organize large sets of information using excel tracking sheets;
- The ability to synthesize and present detailed information in high level conversations easily understood by others;
- Experience reviewing budgets, scopes of work, and invoice reimbursements;
- Excellent analytical, written and oral communication skills;
- Excellent Microsoft Office skills, including MS Word, MS Excel, MS PowerPoint, MS Outlook. Familiarity with Visio or Adobe Acrobat preferred.

- Knowledge and/or interest in New York City Procurement policies;
- Professional experience carrying out commercial revitalization activities in community-based economic and/or neighborhood development organization
- Have or be pursuing a Master's Degree in public administration, public policy, economics, business, or urban planning from an accredited university (preferred but not required)

Qualifications:

1. A baccalaureate degree from an accredited college and six months of full-time, satisfactory professional, technical, or administrative experience in one or more of the following fields: human rights, affirmative action planning/administration, position classification, or labor law. A law degree may be substituted for six months of experience.
 2. A four year high school diploma or its educational equivalent and four years of full-time satisfactory professional, technical, or administrative experience in one or more of the fields mentioned in "1" above.
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How to Apply:

To apply, please email your resume and cover letter including the following subject line: Associate Contract Manager to WMBewe-Chen@sbs.nyc.gov

This is a 9 month, full-time position with the possibility of extension.

Wage: \$25/hour.

NOTE: Only those candidates under consideration will be contacted.

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.