

FULL TIME POSITION:

Director, Women Entrepreneurs NYC (WE NYC)

Agency Description:

The New York City Department of Small Business Services (SBS) is a dynamic, 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.

About NYC Business Programs Portfolio:

The New York City Department of Small Business Services (SBS) helps businesses start, operate and expand in New York City. Business Programs at SBS provide support to various entrepreneurs. Within the Division, SBS serves immigrant businesses, women entrepreneurs, worker co-operatives, and businesses that seek support with resiliency.

Job Description:

WE NYC (Women Entrepreneurs NYC) is a new City initiative, led by SBS, to expand the economic potential of women entrepreneurs across the five boroughs. The City believes that supporting women entrepreneurs not only empowers women, but also uplifts entire families and communities. Women entrepreneurs are key economic actors in New York City – employing over 190,000 people and generating approximately \$50 billion in sales annually. In New York City, men own 1.5 times more businesses than women, employ 3.5 times more people and make on average 4.5 times more revenue. WE NYC aims to help close this gap by serving 5,000 women entrepreneurs and small business owners over the next three years. The Deputy Director for WE NYC will help shape the strategic direction of the initiative and lead continued community outreach for the initiative, ensuring that WE NYC is grounded in the needs of real women living in New York City.

Responsibilities:

- Identify continued opportunities for communication with women throughout NYC, building on WE NYC's innovative approach to community engagement.
- Assist in the development of new private/non-profit partnerships to support WE NYC programming.
- Develop and guide strategic direction of WE NYC by working with senior leadership team.
- Ensure that WE NYC is meeting core policy objectives; identify and implement tools to monitor impact of WE NYC.
- Advise SBS leadership on community engagement best practices.
- Convene and maintain relationships with members of the WE NYC Advisory Council.

Preferred Skills:

- Proven track record and demonstrated experience in entrepreneurship, economic development, or public policy.
- Knowledge of challenges facing women business owners and strategies to advance their economic security.
- 4-6 years of professional experience; advanced degree in an associated field is preferred.
- Excellent written and oral communication and strategic thinking skills.
- Delivers high quality and fast work products.

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.



- Additional language capacity in Spanish and/or Mandarin.

Qualifications:

- A baccalaureate degree from an accredited college and 5 years of full-time paid experience acquired within the last fifteen years, of advisory or administrative experience including handling of business promotion or economic problems, at least 2 years of which must have been in a managerial or executive capacity with primary focus on business promotion or urban economic planning.

How to Apply:

Interested candidates should email their cover letter and resume to **Rodrigo Camarena** at rcamarena@sbs.nyc.gov
ATTN: **Rodrigo Camarena** Include: “**Director, WE NYC**” in the email subject line.

ALSO APPLY:

City Employees: Apply through Employee Self Service (ESS) at www.nyc.gov/ess search for Job Title: **Director, WE NYC**

All Other Applicants: Go to www.nyc.gov/careers search for Job Title: **Director, WE NYC**.

Salary is commensurate with experience.

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