

# Full-Time Position



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## **PROGRAM MANAGER**

### **NEW YORK ALLIANCE FOR CAREERS IN HEALTHCARE**

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#### **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 businesses in New York City to form, do business, and grow by providing direct assistance to business owners, fostering neighborhood development in commercial districts, and linking employers to a skilled and qualified workforce.

#### **ABOUT THE WDC:**

The Workforce Development Corporation is a 501(c)(3) nonprofit corporation that works closely with the New York City Department of Small Business Services to contribute to the economic vitality of the City by promoting workforce development and job creation through public and private partnerships.

#### **ORGANIZATION DESCRIPTION:**

The New York Alliance for Careers in Healthcare (NYACH) is an industry partnership, bringing together disparate entities of the workforce development system in order to address the healthcare industry's rapidly changing labor force needs. NYACH is an initiative of the public-private partnership between the NYC Department of Small Business Services (SBS) and the NYC Workforce Funders and is housed at the Workforce Development Corporation, a 501(c)3.

NYACH's mission is to build an effective workforce development system in NYC by identifying healthcare employers' needs; helping education and training organizations adapt their approach to better meet those needs; and ensuring low income and unemployed New Yorkers have access to viable career opportunities in healthcare.

#### *Our Partners and Approach*

NYACH's Partners Council includes trade associations and industry groups representing the major subsectors of healthcare (hospitals, community health centers, long-term care facilities, and home care providers), 1199SEIU Training and Employment Funds, the City University of New York (CUNY), NYC SBS, and local community based organizations. The Partners Council informs NYACH's work and meets regularly to meet three core objectives: 1) ensure that workforce training and education meet the needs of healthcare providers by engaging employers in the enhancement of curricula and program design; 2) support access to career opportunities for unemployed and low-income New Yorkers by incorporating adult-learner approaches, basic education, competency-based learning, case management, and internship/externship opportunities that lead to quality healthcare employment; 3) foster a more effective and coordinated healthcare workforce development system in NYC.



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## **JOB DESCRIPTION:**

The Workforce Development Corporation seeks a NYACH Program Manager to manage the industry partnership's various stakeholder engagement and strategic planning activities. This includes the regular meetings of the NYACH Partners Council, NYACH's strategic plan workgroups, healthcare employer advisory groups, workshops that bring together industry and education, and NYACH's Annual Workforce Conference.

The Program Manager will report directly to NYACH's Executive Director.

## **SPECIFIC RESPONSIBILITIES:**

Key responsibilities include:

- Manage the activities of NYACH's Partners Council, including organizing quarterly meetings and managing partnership activities with each of the industry and education groups
- Serve as a liaison for NYACH partners' employer advisory groups
- Develop and maintain effective ties with key stakeholders, including healthcare organizations, foundations, government agencies, and non-profit groups
- Manage NYACH's private foundation grants and reporting requirements
- Manage and draft content for NYACH's website and quarterly newsletter targeted for the healthcare and workforce development community
- Support the development of regular industry capacity building workshops for education providers that train healthcare workers and professionals
- Manage NYACH's Annual Workforce Development conference
- Work with the NYACH and SBS team to help inform SBS's annual healthcare training programs that meet the needs of NYC healthcare employers

## **REQUIRED BACKGROUND AND SKILLS:**

- A Master's degree from an accredited college in public health or public administration with at least 1 year of related work or field experience, or a Bachelor's degree with 3 years of relevant work experience in the healthcare industry
- Knowledge and experience with workforce development
- A strong understanding of the healthcare delivery system and healthcare reform at both the State and Federal level
- Experience in planning, implementing, and managing projects involving multiple stakeholders
- The ability to work with a team of diverse professionals to achieve project milestones and goals
- Excellent organization skills, attention to detail, and the ability to drive projects to timely completion
- Strong communication and writing skills
- Outstanding analytical, problem solving, and creative thinking abilities
- Proficiency with Microsoft Office applications, including Excel, Access, Word and PowerPoint.

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**TO APPLY, PLEASE SUBMIT A RESUME AND COVER LETTER TO:**

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