

## **FULL TIME POSITION:**

### **Policy Advisor Executive Office**

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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 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.

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#### **Job Description:**

The Executive Office seeks a highly motivated individual with excellent communication skills to be involved in the day-to-day management of the Executive Office. The Policy Advisor will be responsible for supporting the Chief of Staff and Director of Intergovernmental Affairs in a variety of ways, including research, writing, and creating prep materials for the Commissioner's meetings and events. This individual will play a critical role in the Executive Office to ensure that requests for information from both internal and external parties are managed properly; and will be responsible for researching, analyzing and synthesizing data that is presented to the Commissioner.

#### **Specific Job Responsibilities:**

- Responsible for the majority of written material, excluding press, that comes from the Executive Office, including talking points, remarks, speeches, and select correspondence
- Responsible for determining what materials are needed for an event or meeting and developing presentation materials for the Commissioner
- Responsible for coordinating with outside entities around meetings and events that the Commissioner will attend
- Helping to prepare the Commissioner for internal and external meetings, including conducting research, advance work, and synthesizing information in an appropriate format
- Working with the Chief of Staff to identify strategic external opportunities for the Commissioner
- Managing relationships with senior staff, in order to collect data from the Agency's divisions, and report and analyze for the Commissioner
- Responsible for special projects assigned by the Commissioner as needed

#### **Preferred Skills:**

- Strong communications (writing and oral), presentation and project management skills
  - Meticulous attention to detail
  - Ability to work efficiently under pressure against tight deadlines
  - Must be able to prioritize and manage an array of projects through to completion
  - Ability to actively listen and synthesize information
  - Communicate effectively with all levels of staff and external contacts
  - Strong interpersonal skills and ability to work in team environment
  - Ability to handle sensitive and confidential matters
  - Excellent research, analytical and problem solving skills required
  - Knowledge of Word, PowerPoint, and Excel
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#### **Qualifications:**

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or



### **How to Apply:**

To apply for this position, please email your resume and cover letter including the following subject line: **Policy Advisor**

To: [careers@sbs.nyc.gov](mailto:careers@sbs.nyc.gov)

### **ALSO:**

1. **For Non-City/External Candidates:** Visit the [External Applicant NYC Careers site](#) and apply for this position by entering Job Title: **Policy Advisor**
2. **For Current City Employees:** Visit [Employee Self-Service \(ESS\)](#) to view and apply for available positions. Click on Recruiting Activities > Careers, and search for the specific **Policy Advisor**

**Salary to commensurate with experience.**

**NYC residency is required within 90 days of appointment**

**NOTE:** Only those candidates under consideration will be contacted.

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