

## **FULL TIME POSITION:**

### **Program Manager, Entrepreneurship Business Development Division**

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#### **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 within the Business Development Division provide support to various entrepreneurs. Within the Division, SBS serves immigrant businesses, women entrepreneurs, worker co-operatives, businesses that seek support with resiliency, and businesses that are competing in the "Best for New York City" challenge.

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#### **Job Description:**

This Program Manager will support the Business Development Division (BDD), with a particular focus on entrepreneurship. In particular, the Program Manager will spend time supporting Women Entrepreneurs NYC (WE NYC), 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.

#### **Responsibilities:**

Some specific responsibilities include, but are not limited to:

- Manage several new programs to support entrepreneurs: coordinating roll-out, overseeing partnerships, promoting to prospective participants and soliciting feedback.
- Create and implement innovative grassroots strategy to engage entrepreneurs from underserved communities.
- Develop and maintain collaborative relationships with SBS's network of partners, including community based organizations across the five boroughs.
- Lead digital communication around entrepreneurship programs through social media channels to increase awareness of programs and impact.

#### **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.
- 2-4 years' professional experience; advanced degree in an associated field is preferred.
- Excellent written and oral communication and strategic thinking skills.

#### **Qualifications:**

**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.**



- A baccalaureate degree from an accredited college and 2-4 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.

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**PLEASE NOTE THIS POSITION WILL BE AVAILABLE IN JANUARY 2016.**

**How to Apply:**

Interested candidates should email their cover letter and resume to [msperanza@sbs.nyc.gov](mailto:msperanza@sbs.nyc.gov)  
ATTN: **Marti Speranza**. Include: "**Program Manager, Entrepreneurship**" in the email subject line.

**ALSO APPLY:**

City Employees: Apply through Employee Self Service (ESS) at [www.nyc.gov/ess](http://www.nyc.gov/ess) search for Job Title: **Program Manager, Entrepreneurship**.

All Other Applicants: Go to [www.nyc.gov/careers](http://www.nyc.gov/careers) search for Job Title: **Program Manager, Entrepreneurship**

**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

Entrepreneurship