

**FULL TIME POSITION:**

**SENIOR PROGRAM MANAGER, ENTREPRENEURSHIP  
DIVISION OF BUSINESS SERVICES**

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**Agency Description:**

The **Department of Small Business Services (SBS)** helps unlock economic potential and create economic security for all New Yorkers by connecting New Yorkers to good jobs, creating stronger businesses, and building a fairer economy in neighborhoods across the five boroughs.

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**Job Description:**

This Senior Program Manager will support the Division of Business Services (DBS), with a particular focus on entrepreneurship. In particular, the Senior 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. The Senior Program Manager will help shape the strategic direction of the WE NYC's educational offerings around credit-building, capital access, and leadership, as well as support community outreach for the initiative.

**Responsibilities:**

Specific responsibilities include, but are not limited to:

- Manage several new educational programs to support entrepreneurs with credit-building, access to capital, and leadership including the WE Master Money: Credit, WE Master Money: Funding and WE Master Leadership.
- Work with delivery vendors to coordinate and schedule new workshops and one-on-one credit counseling sessions, as well as oversee ongoing curriculum enhancements and educational quality assurance.
- Create and implement innovative grassroots strategies to engage entrepreneurs from underserved communities and support outreach strategy for all WE NYC courses and educational products.
- Develop and maintain collaborative relationships with SBS's network of partners, including community based organizations across the five boroughs.

**Preferred Skills:**

- Proven track record and demonstrated experience in entrepreneurship, economic development, capital access, 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:**

1. A master's degree from an accredited college with a major in business administration, public administration, urban planning, economics, urban affairs, marketing research, finance, or political science; or
2. A baccalaureate degree from an accredited college and one year of full-time satisfactory experience in one or more of the following:
  - a. business development, retention, expansion and relocation or assisting businesses in accessing public and private services and programs including workforce development; or
  - b. analysis of business records and documents to determine eligibility of businesses for programs and services; or

**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.**



- c. economic, market or site research and analysis for business and neighborhood development; or
  - d. facilitation and promotion of the film industry through the processing of various permits, marketing techniques and incentive programs.
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**How to Apply:**

To apply, please email your resume and cover letter including the following subject line "**Senior Program Manager, Entrepreneurship**" to: [careers@sbs.nyc.gov](mailto:careers@sbs.nyc.gov)

**ALSO APPLY:**

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

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