

## **SHORT-TERM CONSULTANT:**

### **Associate Contract Manager – Avenue NYC Program**

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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.

#### **Division Description:**

The Neighborhood Development Division (NDD) provides several core services to help local economic development corporations serve their communities:

- **Business Improvement District (BID) Administration** – From helping retail corridors come together to form a BID, to providing established BIDs with assistance and oversight, NDD makes it possible for BIDs to thrive in NYC.
- **Avenue NYC Program** – Avenue NYC is a funding program designed to help organizations such as LDCs, merchant associations, and BIDs revitalize low- to moderate-income communities.
- **Workshops & Technical Assistance** – NDD also offers various capacity building initiatives to help local economic development organizations address common issues. From programs designed to help fill vacant storefronts, to workshops and training, NDD helps neighborhood development organizations do more for New York City.

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#### **Job Description:**

##### **Avenue NYC Contract Management**

The Associate Contract Manager will:

- Assist existing Contract Managers in overseeing over 80 contracts related to the Avenue NYC Grant Program
- Review monthly payment requests to facilitate the reimbursement of grant funds to recipient organizations
- Track progress of recipient organizations on deliverables outlined in the contract scope and help groups troubleshoot around challenges that threaten deliverable execution
- Hold regular check-in calls with organizations to determine project status
- Report to division and agency officials the progress organizations

**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.**

## **Qualifications:**

The ideal Associate Contract Manager will:

- Have or be pursuing a Masters Degree in public administration or public policy from an accredited university
- Have Interest in economic development, urban planning, program management, nonprofit management, capacity building, government affairs, grant administration, or a related field

## **Preferred Skills:**

- The ability to learn quickly and dive right into a project
- Detailed oriented, with the ability to organize large sets of information using excel tracking sheets
- The ability to synthesize and present detailed information in high level conversations easily understood by others
- Experience program evaluation
- Excellent analytical, written and oral communication skills
- Excellent Microsoft Office skills, including MS Word, MS Excel, MS PowerPoint, MS Outlook. Familiarity with Visio or Adobe Acrobat preferred.
- Professional experience carrying out commercial revitalization activities in community-based economic and/or neighborhood development organization

## **How to Apply:**

To apply, please email your resume and cover letter including the following subject line: Short-Term Consultant – Associate Contract Manager to: [chbruno@sbs.nyc.gov](mailto:chbruno@sbs.nyc.gov)

**This is a part-time position at an hourly rate of \$18.00 - \$20.00 for a minimum of 28 hours a week.**

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

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