

FULL TIME POSITION:
Economic Development Advisor
NYC Office of Workforce Development

Agency Description:

Position: Program Advisor

The Deputy Mayor for Housing and Economic development leads New York City's efforts to invest in emerging industries, re-target corporate subsidies, build a new generation of affordable housing, and help New Yorkers secure good-paying jobs that can support a family. The Mayor's Office of Workforce Development, through policy oversight in daily City operations, is responsible for coordinating workforce with economic development in all five boroughs, creating a tight connection to businesses to ensure their workforce needs are met, and effectively connecting those New Yorkers seeking workforce services to jobs in demand as well as opportunities for advancement. Its overall mission is to implement a citywide vision for addressing inequality through strategic investments in adult education and workforce development and to better coordinate the various City agencies involved in workforce and adult education programming. The Office of Workforce Development is lead in the creation of and is responsible for overseeing Mayor de Blasio's workforce strategy for New York City, described in [Career Pathways: One City Working Together](#).

Job Description:

Under the direction of the Executive Director of the Mayor's Office of Workforce Development, the Economic Development Advisor will be using data- and research-driven approaches to drive high-level policy for the next generation of integrated workforce development, training/education, and economic development. This will be accomplished by collaborating with high-level staff and stakeholders at multiple agencies to create consensus, design, and implement changes in policy and programs.

The Economic Development Advisor will ensure that New York City economic development policies allow private-sector returns to go hand in hand with building a strong workforce. The Advisor will leverage, advocate and discover new flexible funding for workforce development through government and enhanced relationships with philanthropy.

Specific Responsibilities:

General

- Provide recommendations to advise the Executive Director of the Office of Workforce Development, the Deputy Mayor and other high-level officials at SBS, EDC, CUNY, and other government agencies
- Cultivate and maintain strong collaborative partnerships with government agencies, workforce and training providers, and private sector/umbrella organizations to drive agenda and policies
- Liaise with specific staff at government agencies that provide oversight of workforce and training contractors and programs and business services
- Summarize and survey relevant literature to drive decision-making and best practices, become a city-wide expert in Career Pathways and current investments in workforce development

Economic Development Policies

- Oversight and coordination of HireNYC, a mayoral priority from *Career Pathways* that leverages City purchasing power and economic development investments to create employment opportunities for low-income and underserved New Yorkers.
 1. Lead project management for HireNYC across multiple agencies investment areas, including procurement of human service contracts, construction, goods and services, and development projects; support Mayor's Office of Contract Services and agency procurement officers to accomplish goals of HireNYC.
 2. Monitor and evaluate HireNYC across program areas, with an eye towards communicating successes and policy learnings to broader economic development and vendor community.
 3. Align other City job creation and hiring initiatives with the goals and programs of HireNYC.
- Provide oversight to the City's neighborhood-based community and economic development projects that include workforce development components.

- Provide advisement on policies that ensure that tax breaks and subsidies are targeted to the areas that have the most pay-off and would create jobs with a living wage and benefits by linking those companies into the workforce development system.

Industry Partnerships

- Collaborate with the Department of Small Business Services to ensure the successful launch and management of the City's six Industry Partnerships, the Mayor's primary Career Pathways strategy in order to ensure that New York City businesses are able to find the talent needed to thrive and New Yorkers are equipped with the skills and qualifications needed to access jobs with family sustaining wages. Industry Partnerships are intermediaries between industry, government, organized labor, academia, philanthropy, community-based organizations and training providers that work together to drive the economic vitality of NYC through the development of a superior talent pool that is inclusive of all New Yorkers.
- Research, develop, and recommend ways to integrate Industry Partnership approaches and learnings into existing workforce and training programs, largely through influencing and advising various NYC government agencies that oversee those programs.
- Create and oversee management tools to evaluate effectiveness of Industry Partnerships for participants, employers and system change.
- Provide analyses of current economic trends, oversee development of strategies that resolve the challenges facing each sector, and implement programs that help businesses thrive and grow.

Cross-Agency Collaboration

- Create ideas and aid in contract implementation for new collaborative cross-agency programs to ensure that workforce and training programs are responsive to business needs and liaising with those agencies to oversee initial implementation of related policies and programs
- Create strong collaborations across agencies to ensure cross-agency metrics and outcomes through their core work and major contracts.
- Provide information and guidance on innovative funding sources for workforce and training programs with goals to increase investments and outcomes.
- Provide oversight over City dollars used to fund workforce development programs across City agencies; support Office of Workforce Development and workforce agencies through annual budget process.

Preferred Skills:

- Master's degree.
- Outstanding qualitative and quantitative analytical skills
- Outstanding research and writing skills.
- Knowledge of RFP processes, NYC contracting and procurements, and/or philanthropy
- Strong interpersonal and communication skills, including the ability to work well and communicate with a variety of audiences (agency officials, elected officials, funders, etc.)
- Ability to work under stringent deadlines and handle simultaneous assignments.
- Experience creating successful collaboration among diverse stakeholders using indirect authority
- Strong knowledge of NYC economic development policies and existing workforce/training environment

Qualifications:

1. A baccalaureate degree from an accredited college and 5 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, at least 2 years of which must have been in a managerial or executive capacity with primary focus on business promotion or urban economic planning; or
2. A satisfactory equivalent combination of education or experience. However, all candidates must have 2 years of managerial or executive experience as described above. Appropriate graduate study in an accredited college may be substituted for the general experience on a year-to-year basis.

How to Apply:

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.



To apply for this position, please email your resume and cover letter including the following subject line:
Economic Development Advisor to careers@sbs.nyc.gov

ALSO APPLY:

City Employees: Apply through Employee Self Service (ESS) at www.nyc.gov/ess search for **Job ID #210045**

All Other Applicants: Go to www.nyc.gov/careers search for **Job ID #210045**

Salary range: \$70,000 - \$90,000

NOTE: Only those candidates under consideration will be contacted.

NYC residency is required within 90 days of appointment (does not apply to all positions)

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