



Full Time Position:

Project Manager

Innovation & Strategy Unit

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.

JOB DESCRIPTION

The Project Manager for Innovation and Strategy will work closely with Senior Project Managers and the Director on a variety of projects related to the organization's strategic priorities and emerging issues for the City. The Innovation and Strategy team, which works closely with the Commissioner's office, is responsible for guiding projects related to economic growth in New York City. Projects may focus on innovation, entrepreneurship and business support, talent development, and other relevant issues.

Key Responsibilities:

- Conduct research, financial modeling, data gathering and analysis, and expert interviews in order to problem solve and analyze issues at hand.
- Create PowerPoint presentations that effectively communicate key project findings and recommendations to various audiences (e.g., senior EDC staff, City Hall staff, partner agencies, external stakeholders, etc.)

PREFERRED SKILLS:

- 1-2 years of management consulting, strategic planning, or equivalent experience in a demanding analytical environment.
- Strong command of MS Office, including PowerPoint, Excel, and Word
- Strong quantitative and problem-solving skills, comfort building financial models, and skill working with data sets
- Strong written and oral communications and presentation skills
- Ability to look at the big picture and search for insightful, creative solutions
- Ability to prioritize among competing needs and opportunities
- Enterprising and resourceful, organized and results oriented
- Energetic, pro-active, collaborative and strategic
- Strong team-player who enjoys consensus building
- Demonstrated interest or experience in economic development and/or public policy issues a plus
- Knowledge of New York City and/or general issues relevant to economic development

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

To apply, **please email** your resume and cover letter including the following subject line: **Project Manager to: careers@sbs.nyc.gov**

Salary: \$50,000-\$55,000

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED

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.