

FULL TIME POSITION:

**Program Manager, Small Business Storefront Improvement Program
Executive Division**

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:

Small Business Storefront Improvement Program:

Over the past six months, SBS has worked to help businesses and neighborhoods recover from the impact of Hurricane Sandy. More than 23,000 businesses and not-for-profits employing 245,000 people were located in areas affected by the storm. Nearly 95% of these impacted enterprises were small- and medium-sized, employing 50 people or fewer. SBS engaged business owners throughout the City, especially along impacted commercial corridors, to assess their needs. The City has been providing financial assistance to businesses through loans and grants, and has helped to make commercial corridors stronger through capacity-building programming. However, many stores and commercial corridors are still in need of repair work, which led SBS to launch a Small Business Storefront Improvement Program to serve businesses in impacted areas.

Roles and Responsibilities

The Program Manager will report to the Program Director and will assist in the administration, operations and project management for all renovations. He/she will help to conduct outreach to businesses and organizations in impacted areas and provide guidance in the design of storefront renovation projects. The specific responsibilities include:

- Conducting outreach in impacted neighborhoods;
- Enrolling businesses in the program and managing associated contracts;
- Assisting in managing architectural design contractor(s);
- Assisting businesses with the completion of relevant permit applications;
- Tracking and reporting program results.

Qualifications

A qualified candidate will have demonstrated the following skills:

- Outgoing and friendly with excellent verbal and written communications skills;
- Experience with working directly with small businesses;
- Knowledgeable in neighborhood development practices;
- Entrepreneurial and creative, with a strong team spirit;
- Bachelor's Degree or equivalent; a masters degree in a related field preferred;
- At least two years of experience in business assistance, economic development, retail management, operations or assistance or related function;

How to Apply:

Interested candidates should email their cover letter and resume to ravantosh@sbs.nyc.gov ATTN: **Rachel Van Tosh**. Include: "Citywide Storefront Improvement Program Manager" in the email subject line.

Salary: \$45,000-50,000; this position is grant-funded.

NOTE: Only those candidates under consideration will be contacted.