

## FULL TIME POSITION:

### PROGRAM MANAGER, ACADEMIC PARTNERSHIPS, NYC TECH TALENT PIPELINE WORKFORCE DEVELOPMENT CORPORATION

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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 thriving neighborhoods across the five boroughs. About the

**WDC:** The WDC is an independent 501(c)(3) not-for-profit created by the City of New York (the “City”) specifically for assisting the City in developing and funding workforce and economic development initiatives. In furtherance of this purpose, the WDC and SBS work in a partnership consisting of, among other things, jointly developing, funding, and managing workforce and training initiatives, and resource sharing.

**About the NYC Tech Talent Pipeline:** The NYC Tech Talent Pipeline (TTP) is an Industry Partnership, launched in 2014 by Mayor Bill de Blasio to support the inclusive growth of the city’s tech sector. TTP helps prepare New Yorkers for 21st century jobs. TTP works with 385+ companies, 17 local colleges, and additional partners to define employer needs, develop training and education models to meet these needs, and scale solutions - delivering quality talent for the city’s businesses and quality jobs for New Yorkers.

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#### Job Description

The NYC Tech Talent Pipeline seeks a Program Manager to manage programs that are part of the “CUNY 2x Tech” initiative. This role will include working directly with faculty and academic institutions to build a sustainable infrastructure for positioning CUNY students in Computer Science-related fields for career success.

The Program Manager will play an integral role in helping to shape efforts, manage day-to-day implementation, and deliver quality results in a fast-paced, metrics-driven environment. The scope of work will include working with TTP, CUNY Central Office, campus administrators, and Computer Science faculty to ensure the successful execution of all programmatic operations.

The ideal candidate is a proven end-to-end implementation manager with a track record of engaging multiple stakeholders towards a common goal and a passion for catalyzing job opportunities for New Yorkers and the growth of NYC businesses.

#### Job Responsibilities:

- **Administration of programs** that seek to support Computer Science Departments’ efforts in aligning students’ skills with what tech employers look for in their hiring practices.
- **Collaborating with Computer Science faculty and college administrative staff** to identify departmental needs, collect programmatic data, and ensure timely receipt of deliverables.
- **Develop and deploy communications and marketing materials** designed to facilitate industry engagement with academic departments.
- **Support high-level events and reporting at the request of City Hall** and other relevant agencies.
- **Hold partners accountable for delivering on established program targets and outcomes**, and track and report on metrics developed together with TTP and CUNY.
- **Gather feedback from stakeholders and develop recommendations** for iterating on “CUNY 2x Tech” and establishing a sustainable process for bringing industry to campuses across the City.

#### Preferred Skills:

- 5 - 10 years of experience, with at least two years in an external-facing role
- Strong familiarity with academic culture, university structures, and experience in faculty engagement

- Knowledge of technology industry and understanding of CUNY's educational landscape
  - Proficiency in data management and analysis
  - Demonstrated experience successfully mobilizing a diverse group of stakeholders towards a common goal; proven ability to provide excellent customer service to a diversity of clients and partners
  - Outstanding analytical, problem-solving, creative thinking abilities; enterprising self-starter and team player
  - Experience in planning, implementing, and managing initiatives or programs from inception to completion
  - Excellent organization skills and impeccable attention to detail
  - Exceptional communication and writing skills
  - Proven ability to work well under pressure and adapt quickly to change
  - Integrity, credibility, and a commitment to the NYC Tech Talent Pipeline mission
  - Foundational knowledge and/or experience in the field of Computer Science
  - Proficiency with Microsoft Office, including Excel, Word, Outlook, and PowerPoint
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**How to Apply:**

To apply for this position, please email your resume and cover letter including the following subject line: Implementation Manager, NYC Tech Talent Pipeline to: Robert Domanski, Director of Higher Education, [rdomanski@sbs.nyc.gov](mailto:rdomanski@sbs.nyc.gov) and [Careers@sbs.nyc.gov](mailto:Careers@sbs.nyc.gov)

**Salary range for this position is: \$60,000-\$70,000 per year**

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