

FULL TIME POSITION:

DIRECTOR, INDUSTRIAL TRAININGS & APPRENTICESHIPS

WORKFORCE DEVELOPMENT CORPORATION

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 a fairer economy in neighborhoods across the five boroughs.

Division Description:

SBS' Workforce Development Division is focused on the delivery of quality employment and training services to support equity of opportunity, that leads to economic self-sufficiency and mobility for New York City's diverse communities. The Division works with the industry partners to identify, develop, and procure high-quality training delivered directly to job seekers so they can obtain the skills needed for jobs in high demand. The Division supports businesses in NYC by offering training opportunities for new and incumbent workers and by sourcing candidates for vacant positions.

Workforce Development Corporation Description:

About the WDC The Workforce Development Corporation (WDC) is an independent not-for-profit created by the City of New York. The WDC and SBS work in partnership to jointly develop, fund, and manage workforce and training initiatives to create a skilled workforce in the city of New York.

Job Description:

The WDC seeks a Director, Industrial Trainings & Apprenticeships to lead the successful execution, evaluation, refinement, and scaling of the portfolio of industrial training and apprenticeship programs. These programs are designed in response to industry demand to: deliver quality employment outcomes for participants, create viable talent for local employers, and support the long-term alignment of training and education with industry demand. The Director will report to the Executive Director, Employer-Based Training to oversee a portfolio that offers occupational trainings, pre-training services, internships, apprenticeships, and supportive services.

Industrial training and apprenticeship programs have been developed in partnership with industry, academic institutions, and other key public and private partners, and delivered by public and private training and education providers with the assistance of SBS' Workforce1 Career Centers. With the support of two-three direct reports who are responsible for day-to-day program management and oversight, the Director is responsible for guiding these partners toward success, distilling learnings and best practices, and surfacing opportunities for improvement, expansion, and long-term sustainability through NYC's educational and training providers.

Key Essential Functions:

- Manage two-three Program Manager direct reports to deliver on performance goals and support their professional development.
- Oversee public and private training providers toward successful and on-time implementation of occupational training programs in a metrics-driven environment:
 - Set strategy and goals for individual programs and the entire industrial and apprenticeship training portfolio.
 - Drive programmatic improvement using employer feedback, programmatic learnings, and grow the program team's industry expertise and content-specific knowledge.
 - Draft and oversee contracts and budgets for programs across a variety of training providers.
 - Troubleshoot roadblocks independently and identify structural improvements for future program delivery.
 - Anticipate, surface, and address challenges in real-time.
 - In collaboration with Industry Partnership teams, ensure training curricula, assessments, and models are responsive to employers' workforce needs and provide viable career opportunities for trainees.
 - Oversee all training administration functions, including contract, fiscal, compliance, procurement, performance management, reporting, and quality assurance.
- Work closely with the Executive Director, Employer-Based Trainings, and Industry Partnership teams to develop and launch new training programs:
 - Work with internal and external partners to negotiate contractual and/or partnership terms of engagement.

- Incorporate learnings and best practices from existing programs.
 - Identify and leverage additional resources to support programs.
- Manage existing relationships and foster new collaborations with key stakeholders and partners that result in positive, successful, long-term partnerships, including the Workforce1 Industrial and Transportation Career Center.
- Surface opportunities to leverage programmatic learnings and activities into long-term, sustainable alignment between the hiring needs of employers in the industrial and construction space and NYC training and education providers.
- Collaborate with the Directors of sector-based trainings teams to develop and implement standards and best practices that can be shared across NYC's workforce development community.
- Support the management of SBS' needs-based payments program.

Qualifications: A baccalaureate degree from an accredited college and two years of experience in an area related to the duties described above.

Preferred Skills:

- Exceptional project and partnership management skills, with experience planning, implementing, and managing complex projects involving multiple, diverse stakeholders.
- Superior communication and writing skills; ability to interface with a diversity of partners, manage high-level relationships, and resolve conflicts in consensus-driven environment.
- Demonstrated aptitude for team leadership and facilitating the professional development of others.
- Highly motivated self-starter who can take a top-line directive and turn it into an excellent work product quickly and with minimal supervision.
- Evidence of being a creative, persistent, analytical problem solver.
- Integrity, credibility, and a commitment to SBS' mission.
- Can-do mentality and proven willingness to pitch in where needed.
- Experience or understanding of the industrial sector, including employer demand for occupational skills and competencies.
- Proficiency in Microsoft Office applications and willingness to learn new technological systems.

How to Apply:

To apply for this position, please email your resume and cover letter with the subject line: **DIRECTOR, INDUSTRIAL TRAININGS & APPRENTICESHIPS** to careers@sbs.nyc.gov and WDCFiscal@sbs.nyc.gov.

Salary: \$80,000 - \$90,000

NOTE: Only those candidates under consideration will be contacted

If you do not have access to email, mail your cover letter & resume to:
 NYC Department of Small Business Services
 Human Resources Unit
 1 Liberty Plaza, 11th Floor
 New York, New York 10006