

FULL TIME POSITION:

CONSTRUCTION SECTOR LOGISTICS DIRECTOR, PATHWAYS TO INDUSTRIAL AND CONSTRUCTION CAREERS (PINCC) WORKFORCE DEVELOPMENT CORPORATION

Agency Description:

The Mayor's Office of Talent and Workforce Development ("NYC Talent") is responsible for the City's talent and workforce development system that benefits city residents, employers, and the economy. NYC Talent seeks new and effective ways to scale and sustain productive public/private partnerships; to develop and match talent to promising careers; to align its education, career preparation and skills training programs across City government; and to coordinate program and fiscal data across stakeholders to provide a comprehensive view of the talent system with the goal of making progress towards the citywide employment objectives laid out in Executive Order #22.

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.

Grant Description:

Through the U.S Economic Development Administration (EDA) **Good Jobs Challenge grant award**, New York City's Human Resources Administration (HRA) received grant funds to kick off a workforce development project called NYC Pathways to Industrial and Construction Careers (PINCC). PINCC will support workforce development efforts in the local building and construction industry as well as its transportation, distribution, and logistics industry. NYC Talent serves as the backbone organization to the building and construction sectoral partnership outlined in the PINCC project. The backbone organizations aim to bridge the gap between employers in these industries seeking a diverse workforce and individuals reliant on local public assistance systems. PINCC will also leverage the NYC Project Labor Agreements (PLAs) to place low-income New Yorkers into union apprenticeships for construction, ensuring that union apprentices are prioritized for hire on PLA-covered city capital contracts.

Job Description:

NYC Talent is seeking an individual to assist with the management of the Pathways to Industrial and Construction Careers (PINCC) program supported initially by the funding from the Good Jobs Initiative grant. This position will support NYC Talent's role as a backbone organization of this grant. Funding for this role is secured for three years with the opportunity to explore permanent employment.

Specific Responsibilities:

- Ensure exceptional communication primarily between the City agencies, training providers, and DSS/HRA.
- Primarily work with City agencies with large capital contracts to coordinate timelines and union employment slots available for HRA clients within the PINCC referral network.
- Ensure that training providers offer consistent and complete reporting, including tracking of time and attendance, and ensure all partners have necessary information.
- Develop tools, policies, and procedures for program design, implementation, and management.
- Provide oversight of program design, staff, operations, and interagency relations.
- Represent the Office of Talent and Workforce Development at relevant stakeholder meeting and working groups.
- Liaise with various stakeholders including City agencies, private sector employers, unions, and training providers to provide updates.
- Align the PINCC training and workforce systems with various programmatic needs of the City's local hiring initiatives, HireNYC, Section 3, and Community Hiring.
- Establish quality assurance and other performance management metrics for the life cycle of the grant, and future state.

Preferred Skills:

- 5-7 years of program management or comparable professional experience
- Experience planning, implementing, and managing projects involving diverse stakeholders.

- Critical thinker with an understanding of the principles of equity
- Exceptional project management and organizational skills.
- Comfortable working in a fast-paced environment, managing multiple projects simultaneously and prioritizing projects to meet deadlines
- Critical thinker with a committed to inquiry, learning and growth
- Outstanding presentation, written and oral communication skills
- Ability to represent the agency and confidence in presenting to senior level public and corporate leaders.
- Proactive and collaborative style that works well in teams.
- Knowledge of New York City labor market especially of the construction sector and current workforce efforts led by the City of New York.

Qualifications:

- 5-7 years of relevant work experience (inclusive of graduate work) preferably in positions involving public policy, project management, program management focused on workforce development programming.
- Knowledge and demonstrated interest in policy development and program management of workforce development.

How to Apply:

To apply for this position, please email your resume and cover letter including the following subject line: **PINCC Logistics Director** to: WDCFiscal@sbs.nyc.gov

Salary: \$105,000 - \$110,000

Contract Duration: 3 years from date of hire

NOTE: Only those candidates under consideration will be contacted.

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