

## FULL TIME

### Partnerships & Communications Associate

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#### Agency Description:

The Mayor's Office of Workforce Development drives an equity agenda for the future of work in New York City. We realize that agenda by working across City agencies and in partnership with the workforce development community to expand access to good jobs for all New Yorkers. The City of New York's workforce development system includes more than 20 City agencies that help New Yorkers prepare for and connect to good jobs through services that include job training, paid internships, college support, adult education, and help finding employment.

Our key strategies are:

- Prioritize the untapped workforce ensuring education, training, community supports, and on-ramps to good jobs are accessible to all New Yorkers, allowing them to keep pace with a changing economy and support their families.
  - Drive high-road jobs and employers focusing on the entry level job market in industries under transformation and the growing in-demand jobs in health care, climate change and construction, and technology.
  - Connect New York City's workforce resources into a Workforce System -- encompassing the non-profit community, unions, City agencies, and educational institutions -- that is accessible to all.
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#### Job Description:

#### Core Responsibilities:

We are looking for a Partnerships & Communications Associate who can:

- **Support communications strategies** that increase awareness of workforce services by:
  - Helping with the implementation of the Working NYC website updates with curated content.
  - Creating and managing Workforce Development media tool kits that include media advisories, press releases, etc..
  - Managing the Office of Workforce Development initiatives social media channels and content (ie: City Cleanup Corps).
  - Drafting and pulling images and other media related content.
  - Drafting internal and external communications.
  - Conducting community engagement outreach.
  - Supporting stakeholder engagement specific to various initiatives.
- **Conduct partnership and program implementation** that promotes access to workforce resources by:
  - Facilitating community events such as panels, information sessions, small roundtables to larger opportunity fairs that connect workforce programs, employers, and neighborhood residents.
  - Supporting career pipeline efforts by developing the tools and relationships to connect New York City workforce program participants to training programs and employers.
  - Conducting research to identify job placement, adult education, and other career building opportunities.
  - Creating and managing databases of non-profit and community-based partners that support workforce efforts.
  - Supporting the management of collaborative relationships within the workforce community.
  - Generating lists of aligned community-based workforce partners to support the development of stronger career pathways for New Yorkers.
  - Helping to cultivate relationships with a diverse array of stakeholders, both within the City and with external organizations – including with providers, workforce advocates, industry organizations, employers, and private foundations

- Working with Workforce Development colleagues to gather data and grant reporting information for key programs and initiatives.
- **Manage projects** to agreed-upon timelines and prioritize effectively on an ongoing basis:
  - Develop clear project scopes and workplans.
  - Develop tools to manage projects effectively such as reporting, project schedules, responsibility charts, meeting minutes, key performance indicators, dashboards, and matrixes.
  - Create and deliver PowerPoint presentations or memos that communicate key project findings and recommendations to key stakeholders (e.g. City Hall, external partners).
  - Conduct research and analysis as necessary to inform project development and engage additional partners.

#### **About you:**

- Energetic, pro-active, collaborative, and strategic
- Very strong communication skills – both verbal and written
- Comfort interfacing with community officials, senior officials and business leaders
- Enjoy working in teams and contributing to a team environment
- Passionate about community engagement, public policy, workforce development, and New York City

#### **Preferred Skills:**

- A Bachelor's degree from an accredited college
- Minimum 2-3 years of total work experience, preferably in a communications, strategy, or policy role
- Preference for candidates with demonstrated interest or experience in workforce development, social services, economic development, New York City, and/or public policy issues
- Experience developing and implementing communications strategies
- Strong organizational and time-management skills, including the ability to take initiative and prioritize tasks, pay close attention to detail, and work independently to meet specific deadlines
- Preferred experience in grant writing, data tracking and content editing

#### **Qualifications:**

- A baccalaureate degree from an accredited college and Minimum 2-3 years of total work experience, preferably in a communications, strategy, or policy role
- Preference for candidates with demonstrated interest or experience in workforce development, social services, economic development, New York City, and/or public policy issues

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#### **How to Apply:**

To apply, **please email** your resume and cover letter, after applying via ESS (for internal applicants) or [nyc.gov/careers](http://nyc.gov/careers) (for external applicants), and use the following subject line:

**Partnerships & Communications Associate** to: [Careers@sbs.nyc.gov](mailto:Careers@sbs.nyc.gov)

**Internal candidates** please email your resume and cover letter including the following subject line:

**Partnerships & Communications Associate** to: [HRHelp2@sbs.nyc.gov](mailto:HRHelp2@sbs.nyc.gov)

#### **ALSO APPLY:**

City Employees: Apply through Employee Self Service (ESS) at [www.nyc.gov/ess](http://www.nyc.gov/ess) search for Job ID: **#512101**

All Other Applicants: Go to [www.nyc.gov/careers](http://www.nyc.gov/careers) search by agency Small Business Services and search for Job ID: **#512101**

**Salary range:** \$54,100 to \$83,981

**Civil Service Considerations:** Community Coordinator (non-competitive title)



careers  
businesses  
neighborhoods

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

NYC residency is required within 90 days of appointment

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, 11<sup>th</sup> Floor  
New York, New York 10006

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The Department of Small Business Services (SBS) is an equal opportunity employer, committed to recruiting and retaining a diverse and culturally responsive workforce. SBS has a zero-tolerance policy for any form of sexual harassment in the workplace, treats all incidents seriously and promptly investigates all allegations of sexual harassment.

All applicants will be considered without regard to actual or perceived race, color, national origin, religion, sexual orientation, marital or parental status, disability, sex, gender identity or expression, age, prior record of arrest; or any other basis prohibited by law. These protections extend to all management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions, training, and career development programs. SBS will continue to provide reasonable accommodations to employees and applicants with disabilities, and for religious observances and practices.

NOTE: This position is open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate in your cover letter that you would like to be considered for the position under the 55-a.  
We appreciate the interest and thank all applicants who apply, but only those candidates under consideration will be contacted.