

FULL TIME POSITION:

SPECIAL PROJECT ASSISTANT, 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.

Program Description: Career Track:

Career Track is a five-year initiative (2024 – 2029), funded through federal child support incentive funds, to help low-income noncustodial parents secure employment with career growth potential. The program provides comprehensive services, including assessments, job readiness, occupational training, placement, retention, and child support navigation, while leveraging NYC's existing training ecosystem (such as

Job Description:

The Special Project Assistant (SPA) provides high-quality administrative and coordination support to the Executive Director and program team. This role blends entry-level accessibility with opportunities to take on more complex responsibilities as skills grow. The SPA manages calendars and meetings, prepares materials and communications, coordinates with stakeholders, and supports light compliance, procurement, and reporting tasks that keep program operations running smoothly.

Specific Responsibilities:

. Executive & Administrative Support

- Manage complex calendars, meeting requests, and recurring operating rhythms (leadership huddles, case conferences, partner check-ins).
- Prepare agendas, talking points, meeting notes, and follow-ups with owners and due dates.
- Draft, proof, and format emails, letters, memos, and simple slide decks; maintain brand and style standards.
- Maintain organized digital files, templates, and trackers; ensure documents are current and accessible.

B. Stakeholder & Event Coordination

- Coordinate meetings and logistics with internal teams, public agency partners, employers, and community organizations.
- Support planning and production of events, site visits, and virtual sessions (Zoom/room setup, materials, sign-in, notes).
- Capture decisions and action items; track progress and send reminders until completion.

C. Reporting, Data & Documentation Support

- Track reporting calendars and deliverables; collect inputs from team members on time.
- Assemble monthly/quarterly packets (basic tables/metrics, success stories); perform light quality checks for accuracy and completeness.
- Maintain tidy documentation for audits (eligibility, service records) in shared drives per SOPs.

D. Procurement & Budget Logistics (Administrative)

- Assist with purchase requests, invoice routing, and receipt reconciliation in line with internal controls.
- Keep simple trackers for vendor contracts, SOWs, and key dates, coordinate signatures and filing.

E. Team Enablement & HR Support (Light)

- Coordinate onboarding logistics for new staff/contractors (accounts, schedules, orientation materials).
- Serve as a friendly first point of contact for general inquiries.
- Other Duties assigned

Preferred Skills:

- Experience in nonprofit, government, education, or workforce/economic development programs.
- Familiarity with intermediate data entry and assembling simple reports or dashboards.
- Comfort coordinating with multiple stakeholders (employers, CBOs, public agencies).

Qualifications:

- 2–3 years of administrative experience (internships, AmeriCorps, service roles, and/ or similar roles).
- Strong organization, time management, and follow-through in deadline-driven settings.
- Clear, professional writing and email etiquette; ability to take concise notes and produce clean summaries.
- Proficiency with Google Workspace or Microsoft Office (Docs/Word, Sheets/Excel, Slides/PowerPoint) and Zoom/Teams.
- Discretion with sensitive information; dependable, customer-service supported mindset.

How to Apply:

To apply for this position, please email your resume and cover letter including the following subject line: Special Project Assistant to: WDCFiscal@sbs.nyc.gov

Salary: \$60,000 - \$70,000 (annually)

Contract Duration: up to 3 years from hire date.

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