

## **FULL TIME POSITION:**

# **PROGRAM MANAGER, INDUSTRIAL, TRANSPORTATION AND CONSTRUCTION LIAISON 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 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.

### **About the Project**

Pathways to Industrial and Construction Careers (PINCC) is a new program, funded by the U.S Economic Development Agency under the Good Jobs Challenge Initiative. In the wake of the COVID-19 pandemic, the Good Jobs Challenge was created to meet the needs of both American workers and industry by breaking down silos in workforce training systems. By bringing workforce stakeholders together in every step of the process, the Good Jobs Challenge is placing people into quality jobs and spurring equitable economic growth.

### **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.

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### **Job Description:**

Workforce1 is a service provided by the Department of Small Business Services (SBS) that prepares and connects qualified job seekers to employment opportunities across New York City. We make strong matches for both candidates and employers by using a unique combination of /recruitment expertise, industry knowledge, and skill-building workshops to strengthen candidates' employment prospects. Each year, over 100,000 businesses located throughout the 5 boroughs, partner with Workforce1 to access no cost recruitment services intended to assist their organizations start, operate and expand.

SBS is currently seeking a workforce development professional responsible for serving the Workforce1 Industrial and Transportation Career Centers by offering placement and support services to New Yorkers in the transportation, manufacturing, construction, wholesale trades and automotive industries. The Program Manager, Industrial, Transportation and Construction liaison will be tasked with assisting with business development, jobseeker re-engagement, connection to training and offering supportive services.

### **Essential Responsibilities:**

- Oversee data collection, analysis, and tracking towards goals to make and inform strategic outreach decisions.
- Track client contract and activities through client management database.
- Assist with business development strategy and engagement to diversify employment opportunities in transportation, manufacturing, construction, wholesale trades, waste management and automotive industries.
- Identify and provide supportive services needed for jobseekers to connect to training and/ or employment.
- Assist jobseekers in navigating additional supportive services needed through the Workforce1 Career Services Community Partner network.
- Provide re-engagement and retention supports to jobseekers.
- Collection of employment verification.
- Provide reporting and data analysis to key stakeholders, including, but not limited to the Department of Small Business Services, the Industrial and Transportation Career Centers, PINCC, etc.

- Perform other responsibilities as needed in service of the grant.
- Willingness to travel to each of the (5) Workforce1 Industrial and Transportation Career Centers

**Preferred Skills:**

- Experience planning, implementing, and managing projects involving diverse stakeholders.
- The ability to organize and drive projects to timely completion
- The ability to handle complexity in a fast-paced environment
- The ability to combine attention to detail with a clear understanding of the big picture
- Outstanding analytical, problem solving, presentation and creative thinking.
- Bilingual (English/Spanish).

**Qualification Requirements:**

1. A HS Diploma or equivalent college and 2 years of full-time paid experience related to program management and/or workforce development.
  2. A satisfactory equivalent combination of education or experience.
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**How to Apply:**

To apply for this position, please email your resume and cover letter including the following subject line: **Program Manager, Industrial, Transportation and Construction Liaison** to: [careers@sbs.nyc.gov](mailto:careers@sbs.nyc.gov) and [Cdennis@sbs.nyc.gov](mailto:Cdennis@sbs.nyc.gov)

**Salary:** \$ 70,000-\$75,000

**Contract Duration:** through June 2026

**Schedule:** Day Shift, Hybrid, 50% travel.

**NOTE:** ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

The Workforce Development Corporation is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.