

## **PART-TIME POSITION: CONTRACT AND LEGAL AFFAIRS MANAGER WORKFORCE DEVELOPMENT CORPORATION**

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### **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:** The Contract and Legal Affairs Manager will report directly to the Executive Director of WDC and will collaborate closely with senior leadership and various departmental teams. This position will serve as a vital link between the ED and both internal and external stakeholders, providing essential legal insights and administrative support to streamline procurement and contracting processes. The manager will also interact with oversight agencies, ensuring that the organization remains compliant with all relevant laws and regulation.

Responsibilities will include but not limited to:

### **Contract Management:**

- Serves as an internal primary point of contact for contractual issues, disputes, and resolutions for internal stakeholders.
- Provide expert guidance on best practices in contract management and compliance. proactively identifying potential risks and collaborating with legal to discuss mitigation strategies.
- Maintains contract files and/or the contract database, including correspondence, research, price/cost analysis, award memorandums, budget modifications, and amendments.

### **Procurement Processes:**

- Support the Executive Director in trainings for the staff on government contracting processes and compliance requirements.
- Oversee procurement policies and procedures, ensuring best practices are followed by collaborating regularly with departments to identify needs and assist with appropriate solicitation processes.
- Assist in the assessment of grant applications to ensure compliance with legal and organizational standards.

### **Nonprofit Governance:**

- Assist in the development and implementation of governance policies and procedures.
- Support in the facilitation of quarterly board meeting to ensure legal and regulatory requirements.
- Prepare and review meeting minutes, reports, and documentation for board meetings.

### **Legal Administrative Support:**

- Provide legal research and analysis as needed to support organizational initiatives.
- Provide regular updates and engage in strategic discussions with the ED and other internal stakeholders to align legal, contractual, and governance practices with the organization's overall mission and goals.
- Review legal documents and assist in the preparation of legal documents and filings.
- Support WDC and partners in general legal compliance, including FOIL requests and other similar work.
- Coordinate with external legal counsel as necessary.

### **Preferred Skills:**

- Strong understanding of nonprofit governance and relevant laws and regulations affecting nonprofit organizations.
- Proficient in legal research and analysis, with the ability to synthesize complex information.
- Ability to maintain comprehensive contract files and databases systematically.

- Ability to work collaboratively with senior leadership, board members, and various departments to support organizational goals.

**Qualifications:**

- Juris Doctor (JD) degree or equivalent legal education.
- Minimum of 3-5 years of experience in legal contract management, preferably within the nonprofit sector.
- Demonstrated experience with procurement processes and compliance requirements.

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**How to Apply:**

To apply for this position, please email your resume and cover letter including the following subject line: **Contract and Legal Affairs Manager** to: [careers@sbs.nyc.gov](mailto:careers@sbs.nyc.gov)

**Hours: 20-25 Hours per week**

**Salary: \$70.00 - \$80.00 hourly**