

FULL TIME POSITION:

Workforce Investment Board (WIB) Coordinator NYC Office of Workforce Development

Agency Description:

The NYC Office of Workforce Development is the reimagined former office of Human Capital Development which oversees the functioning of the NYC Workforce Investment Board ([Click here](#)) and the Mayor's Initiative for Adult Literacy ([Click here](#)).

Its overall mission is to implement a citywide vision for addressing inequality through strategic investment in adult education and workforce development and better coordination between the various City agencies involved in workforce and adult education programming (such as the Department for the Aging (DFTA), Department of Correction (DOC), NYC Economic Development Corporation (NYCEDC), Human Resources Administration (HRA), New York City Housing Authority (NYCHA), Department of Parks and Recreation (DPR), Department of Small Business Services (SBS), Department of Youth and Community Development (DYCD), and between the Department of Education (DOE) and the City University of New York (CUNY) and strong employer partnerships.

Job Description:

The Deputy Mayor for housing and economic development leads New York City's efforts to invest in emerging industries, re-target corporate subsidies, build a new generation of affordable housing, and help New Yorkers secure good-paying jobs that can support a family. The Office of Workforce Development through policy oversight in daily operations will be responsible to coordinate workforce with economic development in all five boroughs, create a tight connection to businesses to ensure their needs are met, and effectively connect those New Yorkers seeking workforce services to jobs in demand as well as opportunities for advancement.

Under the direction of the Director of the WIB the WIB carries out a federal mandate to bring the business voice to the City's work of connecting jobseekers and employers, including oversight of +\$75M in federal Workforce Investment Act (WIA) funding implemented by the NYC Department of Small Business Services and the Department of Youth and Community Development. In addition to oversight of federal WIA allocations, the WIB sets priorities to help ensure that workforce initiatives successfully fulfill the Mayor's vision of a strong workforce development system.

Specific Responsibilities:

- Coordinating and developing all WIB meetings, including committee meetings. Including locations and scheduling. Ensuring agendas and members are prepared for policy decisions as needed.
- Maintain and update the Office of Workforce Development website, ensure clear communication at conferences, in blogs, and other social media.
- Help plan and run Office of Workforce Development task forces, conferences, and stakeholder meetings. Including highlighting successes in the workforce development field through awards, events, and other channels.
- Coordinate with other state and local WIB's and help bring national best practices to the NYC WIB
- Manage correspondence through the OWD website, Mayor's Office, 311 and other ensuring clear and quick responses to inquiries.

Preferred Skills:

- Strong interpersonal and communication skills, including the ability to work well and communicate with a variety of audiences (agency officials, elected officials, funders,)
- Ability to work under stringent deadlines and handle simultaneous assignments.
- Highly organized and proficient with project plans

The Department of Small Business Services and the City of New York is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.



- Communications or Press experience a plus

Qualifications:

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above

How to Apply:

To apply for this position, please email your resume and cover letter including the following subject line:
WIB Coordinator

ALSO:

- **For Non-City/External Candidates:** Visit the [External Applicant NYC Careers site](#) and apply for this position by entering Job Title: WIB Coordinator
- **For Current City Employees:** Visit [Employee Self-Service \(ESS\)](#) to view and apply for available positions. Click on Recruiting Activities > Careers, and search for the specific Job Title: WIB Coordinator

Salary range: The hourly rate for this position is \$27.37-\$32.84 (\$50,000 - \$60,000). Holidays are not paid until the completion of 18 months of City service.

NOTE: Only those candidates under consideration will be contacted.

NYC residency is required within 90 days of appointment (does not apply to all positions)

If you do not have access to email, mail your cover letter & resume to:
NYC Department of Small Business Services
Human Resources Unit
110 William Street
New York, New York 10038