



FULL TIME POSITION:

PROGRAM ASSOCIATE, NEW YORK ALLIANCE FOR CAREERS IN HEALTHCARE (NYACH) WORKFORCE DEVELOPMENT CORPORATION

Agency Description:

The New York City 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.

Workforce Development Corporation (WDC):

The WDC an independent not-for-profit created by the City of New York (the “City”) specifically for the purpose of assisting the City in developing and funding workforce 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.

New York Alliance for Careers in Healthcare (NYACH):

NYACH is an Industry Partnership, bringing together disparate entities of the workforce development system in order to address the healthcare industry’s rapidly changing labor force needs. NYACH is a public-private partnership between SBS, and the Workforce Funders, and JPMorgan Chase Foundation.

NYACH’s mission is to build an effective healthcare workforce development system in NYC by identifying healthcare employers’ needs; helping education and training organizations adapt their approach to better meet those needs; and ensuring low income and unemployed New Yorkers have access to viable career opportunities in healthcare.

NYACH’s Partners Council consists of trade associations and industry groups representing the major subsectors of healthcare, the 1199SEIU Training and Employment Funds, and the City University of New York (CUNY). NYACH works with its Partners Council, healthcare institutions, industry groups, City government agencies, education institutions, funders, and community based organizations to support the Partners Common Agenda:

1. Ensure that training and education meets the healthcare industry’s needs
2. Support access to career opportunities and advancement for in-demand occupations for low-income and unemployed individuals
3. Develop multi-stakeholder partnerships and coordination across the healthcare.

Job Description:

The WDC seeks a Program Associate who will report directly to NYACH’s Executive Director. In this role, the Program Associate will support the ongoing management and implementation of initiatives designed to do the following:

- a. Enhance public post-secondary education to serve a go-to source for healthcare workforce talent
- b. Support healthcare employers in playing an integral role in the system of building and sustaining talent, across high and low wage occupations
- c. Promote a greater diversity of New Yorkers to have access to employment in healthcare, ensuring that the healthcare workforce reflects the diversity of the patient population

Key Job Responsibilities include:

- Provide operational and logistical support across NYACH’s portfolio of initiatives
- Manage day-to-day correspondence with key stakeholders, partners, and individuals impacted by NYACH’s work
- Support the development and management of systems and processes to track outcomes, data, and impact
- Conduct research on industry, education, and emerging healthcare workforce needs to inform NYACH strategy and initiatives
- Support outreach and communication efforts, including managing the NYACH website
- Provide administrative support, including scheduling and coordination of meetings and events



Preferred Skills:

- Integrity, credibility, and a demonstrated commitment to NYACH and SBS's mission and goals
- Exceptional and demonstrated program or project management skills
- Highly motivated self-starter who can take a top-line directive and turn it into an excellent work product quickly and with minimal supervision
- Ability to quickly identify challenges and develop and execute solutions in consensus-driven environment
- Excellent attention to detail with exceptional organizational skills
- Proven analytical, problem solving, and creative thinking abilities
- Superior communication and writing skills
- Ability to interface with diverse partners and manage high-level relationships
- Can-do mentality and proven willingness to pitch in with all kinds of work as needed to get the job done
- Experience with planning and coordinating large meetings, workshops, or conferences
- Interest in the healthcare delivery system and healthcare policy
- Proficiency in MS Word, Excel, PowerPoint, Publisher, and Outlook

Qualifications:

- Baccalaureate degree from an accredited college and at least two years of relevant full-time experience
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How to Apply:

To apply, **please email** your resume and cover letter including the following subject line: **Program Associate** to: careers@sbs.nyc.gov.

Salary is commensurate with experience.

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
110 William Street
New York, New York 10038