

FULL TIME POSITION:

BUSINESS ENGAGEMENT ASSOCIATE

NYC: ATWORK

Agency Description:

NYC: ATWORK is a cross-systems approach to building a sustainable pipeline of qualified talent for meaningful, living wage, high-growth industry jobs for New Yorkers with disabilities. The Mayor's Office for People with Disabilities will build a robust team focusing on business engagement and workforce development, the creation of a coalition of provider agencies and staff from high school and college educational entities, those who are unemployed and underemployed, building a talent pipeline in response to the demands of business in creating a diverse workforce.

Job Description:

The Business Engagement Associate will Assist in the expansion of the current Mayor's Office for People with Disabilities Business Development Council; responsible for coordinating and maintaining the SCI (Spinal Cord Injury) Advisory Council, focusing on the needs of individuals with spinal cord injuries relating to job readiness, employment and career paths; creates and implements strategies on engagement of new businesses and sectors for individuals with spinal cord injuries.; understands the supply and demand models for creating talent pipeline in high growth sectors: Technology, Transportation, Healthcare, Finance and Business Services, Hospitality, Retail, as well as small business;

Job Responsibilities:

- Develop a business account portfolio and cultivate and maintain relationships with business in high growth sectors to generate employment opportunities for individual with spinal cord injuries.
- Work closely with **NYC:ATWORK** staff and management, VR counselors and provider agencies to determine the types of jobs that match the skills and qualifications for job seekers with spinal cord injuries.
- Assist **NYC:ATWORK** managers and staff in training services to employers in key industries to secure new accounts and job openings
- Provide disability awareness and etiquette training to agencies and business as requested
- Provide training sessions, both in groups and one on one, to educate business as to the incentives available for business regarding paid internships, work try outs and reimbursements for on the job training when relevant.
- Participate in participants screening and job readiness process for job interviews and make appropriate referrals to employers
- Make ongoing follow-up calls to employers to determine availability, employment status and satisfaction with services delivered
- Meet monthly placement targets and report on results
- Respond promptly and professionally to customers
- Manage database of job development leads
- Performs other duties as assigned
- Must be able to travel via public transportation throughout the 5 boroughs.

Preferred Skills:

- Minimum of 3 years in business development, recruitment, marketing or related fields.
- Must have an understanding of spinal cord injuries and the impact on daily life, transportation, employment and benefits, including Medicare and Medicaid, 1618B, Able Act. Experience in successful business or career engagement and placement
- Possess a clear understanding of Americans with Disabilities Act and the relevant titles with focus on employment for people with disabilities.
- Understanding of the DOE, NY state vocational rehabilitation agencies, delivery of services and the provider agencies that provide supports, trainings, and employment services.
- Knowledge of NYC workforce development system, Workforce1 Career Centers and city/state programs and agencies that are focused on workforce development, trainings and jobs;
- Excellent written and verbal communications skills,



careers
businesses
neighborhoods

- Demonstrated successful experience presenting in front of large groups
- Superior Communications skills in writing and orally
- Demonstrated ability to collaborate with a team
- Strong organizational skills
- Critical and creative thinking skills
- Proficiency with Microsoft Office and online sourcing tools
- Performs other duties as assigned

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.

***This position is grant funded, it is limited in time to the duration of the grant and will not exceed past November 2019. ***

How to Apply:

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

Internal candidates please email your resume and cover letter including the following subject line: **Engagement Associate** to: HRHELP2@sbs.nyc.gov

Salary: Commensurate with experience

ALSO:

City Employees: Apply through Employee Self Service (ESS) at www.nyc.gov/ess search for Job ID: 383085

All Other Applicants: Go to www.nyc.gov/careers search by agency Small Business Services and search for Job ID: 383085

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