

FULL TIME POSITION:

POSITION: BUSINESS OUTREACH MANAGER

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:

Director of Business Development - Oversees the expansion of the current Mayor's Office for People with Disabilities Business Development Council; creates and implements strategies on engagement of new businesses and sectors; 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; assists in creation of new train to place employment programs, works closely with HR and talent acquisition and recruitment in high growth employment sectors to clearly define their needs in order to provide access to the talent pipeline.

Job Responsibilities:

- Identify key clusters of companies in each of New York City's high growth industries and through promoting awareness of disability issues, including obstacles around employment for people with disabilities, obtain commitment and provide technical assistance which results in a more efficient system for employment of New Yorkers with disabilities that results in individuals with disabilities being employed at the same rate as those without disabilities within these key clusters.
- Develop a business account portfolio and cultivate and maintain relationships with business in high growth sectors to generate internships and employment opportunities specifically for youth transitioning from high school and college into the workforce.
- Work closely with **NYC:ATWORK** staff, state vocational rehabilitation counselors and provider agencies to determine the types of jobs that match the skills and qualifications for job seekers
- Supervise one other team member.
- Provide trainings on disability awareness and etiquette, reasonable accommodations and use of assistive technologies
- 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.
- Create recruitments and pre-screening strategies to engage transitioning youth with disabilities and adults who are unemployed or underemployed to connect to meaningful, mentorships, internships and career opportunities and explore training opportunities that lead to jobs in high growth sectors.
- 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
- Host B2B events, roundtables and career exploration sessions
- 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

Preferred Skills:

- Minimum of 3 years in business development, recruitment, marketing or related fields.
- Must have a history of successful business or career engagement and placement combined with experience in or a passion for increasing employment for people with disabilities;



careers
businesses
neighborhoods

- 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 Assistive Technologies, 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,
- 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
- Exceptional sales skills with a demonstrated ability to generate leads, close deals and deliver results
- Critical and creative thinking skills
- Demonstrated ability to lead and direct team activities
- Proficiency with Microsoft Office and online sourcing tools
- Performs other duties as assigned

Qualifications:

1. A baccalaureate degree from an accredited college and 5 years of full-time paid experience acquired within the last fifteen years, of advisory or administrative experience including handling of business promotion or economic problems, at least 2 years of which must have been in a managerial or executive capacity with primary focus on business promotion or urban economic planning

How to Apply:

To apply for this position, please email your resume and cover letter including the following subject line: “**Position Title**” to: (careers@sbs.nyc.gov or personal email)

Internal candidates please email your resume and cover letter including the following subject line: “**Position Title**” to: **HRHELP2@sbs.nyc.gov**

Salary: Commensurate with experience or range

ALSO:

City Employees: Apply through Employee Self Service (ESS) at www.nyc.gov/ess search for Job ID: 383087

All Other Applicants: Go to www.nyc.gov/careers search by agency Small Business Services and search for Job ID: 383087

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