

Job Opening

****This position is under a Federal grant-ending August 31, 2023**

Job Posting: 04/26/2021

Application Period: 30 Days or Until Position is Filled

JOB TITLE: Manager, Workforce Development Program **LOCATION:** NYC/ALBANY

DEPARTMENT: Division of Science, Technology & Innovation (NYSTAR)

BASIC FUNCTION:

NYSTAR funds over 70 centers that support the NYS innovation and entrepreneur ecosystem. This Manager position will coordinate efforts to amplify the innovation ecosystem to accommodate new entrepreneurs entering the workforce; work closely with Empire State Development's (ESD) Division of Small Business and Technology Development and be responsible for handling functions/activities necessary to ensure the success of this program. The Manager will also coordinate efforts with the NYS Department of Labor to ensure goals are being met and the program is in compliance

WORK PERFORMED:

- Provide regular updates to SVP and prepare relevant reports as necessary.
- Manage all reporting requirements for organizations funded under his program.
- Monitor bootcamps, webinars, and other trainings provided under this funding and develop reports and provide feedback to the SVP and organization.
- Create materials and program guidelines as necessary.
- Identify and engage feeder organizations connected to targeted population to be served under this effort.
- Track all engagement and assistance provided, documenting likely keys to success or causes of start-up failure.
- Participate in working groups as required.
- Travel primarily in-state (when COVID restrictions are lifted).
- Present at meetings highlighting work done under this grant.
- Oversee and undertake special projects or initiatives as needed.
- Other duties as assigned.

Position expected to work onsite and/or remote consistent with NYS and ESD guidelines and needs.

EDUCATION & REQUIREMENTS:

Education Level required: Bachelor's in Business, Public Administration or STEM related field
Five (5) years' workforce development related experience (training, program development, or other appropriate experience).

APPROXIMATE HIRING SALARY: \$80,000 - \$85,000
(w/ comprehensive benefits package)

INQUIRE

Maria Gately, Sr. HR Manager, Human Resources

External Candidates: Send resume to resumes@esd.ny.gov, indicating job title in subject line and salary requirement in email body

Internal Candidates: Complete [Posting Application](#) and attach a copy of resume

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