

## Job Opening

**Job Posting:** January 2022

**Application Deadline:** 30 days or until position is filled

**JOB TITLE:** Project Manager, Small Business, HCDC

**LOCATION:** NYC - Harlem

**DEPT:** Harlem CDC

### **BASIC FUNCTION:**

Responsible for the initiatives of the Small Business Division and identification, development, implementation and/or management of ongoing or proposed small business development projects of the Corporation in the Upper Manhattan area.

### **WORK PERFORMED:**

- Support the Director of Small Business Development and complete projects as assigned.
- Manage small business technical assistance program; assist and counsel small businesses and prospective entrepreneurs realize plans for growth and startup.
- Coordinate and facilitate live and virtual small business development events.
- Prepare and distribute promotional materials for small business workshops/webinars.
- Grow and maintain extensive marketing and contact lists.
- Develop and maintain community partnerships and relationships with content area specialists for participation in small business development workshops and webinars.
- Partner and collaborate with ESD's Small Business and Minority and Women-owned Business Divisions and Upper Manhattan based CDFIs, EACs, Chambers of Commerce and BIDs to provide seamless services to local businesses.
- Draft board materials and presentation as appropriate for HCDC and Board of Directors.
- Seek out and maintain library of community and economic development resources in greater Harlem and Washington Heights including ESD and other State resources.
- Track performance and results of small business development activities and events through surveys and follow-up activities; make recommendations based on data collected.
- Represent Harlem CDC at relevant meetings, conferences as directed.

Money: Purchase request, Invoices, Petty Cash

Business Contacts (*Internal and External*): Internal- Harlem CDC management and staff, ESD staff; External- Private and public sector organizations and community businesses.

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

### **EDUCATION & REQUIREMENTS:**

Bachelor's degree in business, public administration, entrepreneurial studies, liberal arts, social sciences, urban planning, or similar fields.

**Experience required:** 3+ year's in business development. Excellent written and verbal communication and presentation skills. Strong organizational, problem-solving, and analytical skills. Demonstrated ability to efficiently manage multiple projects/tasks simultaneously, take initiative, and work independently. Familiarity with business, not-for-profit, and governmental agencies and general knowledge of Upper Manhattan's (and New York City's) geography and economies. Strong attention to detail and independent follow through is critical to success in this position.

**Knowledge required:** Proficiency in Microsoft Office (particularly Word, Excel and PowerPoint), Constant Contact, Survey Monkey, and virtual meeting/webinar platforms (Cisco Webex and Zoom).

**APPROXIMATE HIRING SALARY:** \$61,500 - \$64,000 (w/ comprehensive benefits package)

**INQUIRE**

Human Resources Dept.

**External Candidates:** *Send resume to [resumes@esd.ny.gov](mailto: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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