



Office of the Deputy Mayor for Strategic Policy Initiatives

Office of M/WBE - Programs Associate

JOB ID# 16706

About the Office:

Mayor Bill de Blasio's Administration seeks to increase contracting opportunities for M/WBEs as an essential component in tackling income inequality across the city. Mayor de Blasio created the Mayor's Office for Minority and Women-owned Business Enterprises (M/WBE) to address the disparity between City contracts awarded to certain ethnic and gender groups and their overall representation in City contracting. The Office is responsible for oversight, policy, interagency coordination and accountability of the City's M/WBE Program. It will serve as a One-Stop-Shop for M/WBEs interested in doing business with the city and its agencies.

About the Role:

Directly reporting to the M/WBE Deputy Director of Programs, the M/WBE Programs Associate and Special Assistant will play an important role in developing and guiding work related to the de Blasio Administration's M/WBE initiative.

The M/WBE Programs Associate & Special Assistant will be responsible for coordinating with program staff at the Department of Small Business Services (SBS), the Mayor's Office of Contract Services (MOCS) and city agencies to promote agency and vendor compliance with city M/WBE policies and regulations. The Programs Associate & Special Assistant will also be responsible for auditing, reporting, process building and training.

Duties include, but are not limited to:

- Work closely with the M/WBE Deputy Director of Programs to develop overall policy and implementation strategies for M/WBE.
- Collaborate with MOCS & SBS to track agency utilization of certified M/WBE's in accordance with the Office of M/WBE goals.
- Work with Deputy Director for Programs to develop strategies to increase outreach and build relationships with the M/WBE business community.
- Attend regularly scheduled meetings and help with notes taking, keeping track of action items and other administrative duties.
- Supporting the development of an annual strategic plan for this work, including key initiatives, work-plans and deliverables.
- Supporting the efforts of Deputy Director of Programs in expanding and improving the technical structures that allow agencies to assess data, coordinate outreach services and improve M/WBE contracting outcomes.
- Creating alignment between policies, practices, and regulations across agencies.
- Establishing clear and consistent communications with internal and external stakeholders, communicating goals, timelines and deliverables.
- Other related responsibilities as assigned.

Preferred Qualifications and/or Skills

- The ideal candidate will have a baccalaureate degree and a minimum of two years of relevant experience.
- He/she should ideally have experience in city, state or federal government, working to support a high volume operation with inter-agency and inter-governmental activities;
- Excellent ability to communicate effectively with high-level cross-agency leadership.
- He/she should have a good understanding of office technology, competent computer skills in Microsoft Office and Windows, database management, effective organization and time management skills, problem-solving abilities, ability to multi-task, ability to manage high-pressure environment, excellent communication and customer service skills.
- This position includes working with all levels of staff, inside and outside of the city and other governmental and non-governmental agencies and/or organizations.

Education

- Bachelor's degree in Political Science, Public or Business Administration, Public Affairs and Policy, Economics, the Social Sciences, or a related field;
- Master's Degree in a related field is a plus.

SALARY: Commensurate with Experience

To Apply: Interested candidates should submit a resume and cover letter to [Candidate Application](#)

New York City Residency Is Required Within 90 Days Of Appointment
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