

PUBLIC **HOUSING** **COMMUNITY** **FUND**

- Contracted Position:** NYCHA Business Pathways Project Manager Consultant
- Contract Term:** One year (12-months) with a renewal option for an additional 12 months. *This is a grant funded position.*
- Compensation:** \$80,000/12-months
- Primary Work Location:** 787 Atlantic Avenue, Brooklyn, NY 11238
- In-Person/Remote/Hybrid:** In-Person
- Deadline to Apply:** 6:00 p.m. EST on Wednesday, December 6, 2023.

Organization Description

[Public Housing Community Fund](#) (Fund) is a nonprofit that forges partnerships to power transformative programs that enhance the lives of over 500,000 residents across New York City Housing Authority (NYCHA) communities. The Fund engages people and partners to build a stronger, more equitable New York City by investing in public housing communities. The Fund invests in programs focused on leadership development, financial empowerment, community health, and workforce training for residents of the NYCHA community.

About New York City Housing Authority (NYCHA) and NYCHA REES

NYCHA is the largest public housing authority in North America with a mission to provide decent and affordable housing in a safe and secure living environment for over a half-million low- and moderate-income residents throughout New York City through its public housing and Section 8 programs.

NYCHA's Office of Resident Economic Empowerment & Sustainability (REES) supports residents to increase their income and assets through programs, policies, and collaboration in four key areas: (1) Adult Education and Vocational training, (2) Employment and Career Advancement, (3) Financial Empowerment, and (4) Resident Business Development.

REES' Business Development unit is committed to providing an entrepreneurship pathway for NYCHA residents and NYCHA Section 8 voucher holders to start or grow their businesses.

Position Description

In January 2015, NYCHA REES, in partnership with public and private partners, launched the NYCHA Business Pathways Program, an immersive business education program that teaches NYCHA residents how to lead profitable businesses, provides mentorship and professional coaching opportunities and helps participants get the licenses and resources they need to grow their business. Current programs include:

- **Food Business Pathways**-10-week training program to help residents create food business plans, obtain grants and permits, and business coaching.
- **Childcare Business Pathways**- 15-week, intensive business course that provides enrollees with the tools needed to start their home-based childcare business. Services include business coaching, certification trainings, and assistance in completing the NYS childcare license application.
- **Construction Business Pathways**-10-week intensive business education training that helps residents to lead a profitable construction company.

The Public Housing Community Fund (Fund) is administering a grant to conduct new training cohorts of the **Food and Childcare Business Pathways** – one for each program in 2024 and again in 2025. The Fund, in partnership with NYCHA REES, is seeking a highly qualified and dynamic Consultant (Contractor) to serve as the **NYCHA Business Pathways Project Manager Consultant** whose contract will be managed by and compensation will be paid through the Fund. The Consultant will be contracted to report to NYCHA’s Assistant Director of Financial Capability & Business Development. The Consultant will coordinate the Business Pathways Program (BP Program) for Food and Childcare. **NYCHA Business Pathways Project Manager Consultant** duties include program outreach, resident recruitment, application review and assessment, coordinating participant interviews, working with the training partners, and providing weekly reports and updates on program status.

Reporting to the Assistant Director, Financial Capability and Business Development, duties of the **NYCHA Business Pathways Project Manager Consultant** include but are not limited to the following:

1. Provide operational oversight and project management support to the planning and implementation of new training cohorts for Food and Childcare Business Pathways.
2. Coordinate the outreach and recruitment activities for the Food and Childcare Business Pathways programs.
3. Schedule and conduct recruitment Information Sessions.
4. Create the slide decks for the Information Sessions.
5. Review and provide input on program application and manage the application process.
6. Work closely with the training partner to schedule and manage the interview process.
7. Identify and coordinate Access to Market initiatives and business growth opportunities for Food and Childcare Business Pathways graduates.
8. Manage key Business Pathways’ program partnerships. Assist in evaluating program partners.
9. Maintain program data and work with the REES Data Specialist to adequately maintain key performance indicators.
10. Assess small business development trends and best practices to inform revolving work.
11. Attend internal and external meetings with various administering departments and key stakeholders.
12. Provide additional support to the Assistant Director, Financial Capability & Business Development as needed.

Minimum Qualification Requirements:

1. Bachelor's degree in public administration, community and economic development, education, business, entrepreneurship, urban affairs, or related field.
2. 2-5 years of professional experience working in small business, workforce development, community development or economic development.
3. Exceptional project management and time management skills.
4. Strong skills in marketing, outreach, public speaking and creating slide decks.
5. Operations management, quantitative and qualitative skills.
6. Strategic planning and experience in economic/community development or similar experience.
7. Data analysis and reporting skills.
8. Intermediate/Advanced MS Excel and other MS Office platforms.
9. Excellent verbal and written communications skills.
10. Ability to manage multiple projects with a wide degree of latitude.
11. Energetic, professional, and resourceful with ability to enhance traditional project management strategies.
12. Evening hours will be required during the recruitment process and program graduation.

Period of Engagement

The proposed contract will be for one year (12-months), with an option to renew for an additional 12-months with agreement by the Fund, NYCHA REES and the Consultant. *This is a grant funded position.*

Compensation and Payment Terms

The contract is not to exceed \$80,000 in the one-year period. The Consultant will be paid an initial payment of \$5,000 at contract signing and \$6,250 at the end of every 30 days of work for twelve payments once a monthly progress report is submitted and accepted, and the monthly deliverables have been completed.

To Apply

To apply for this contracted position, please email your cover letter, resume, and three (3) professional references that can speak to your experience as it relates to this position to Michelle Raymie, REES Director at michelle.raymie@nycha.nyc.gov by **6:00 p.m. EST on Wednesday, December 6, 2023.**