

## Job Description

### Fellow, Economic Development and Housing

#### About NYCETC

**Mission:** The New York City Employment and Training Coalition (NYCETC) is the city's association for the workforce development community. Founded in 1997 as the membership organization for New York City workforce providers, NYCETC has played a vital role in the workforce community by advancing policy priorities and convening the sector to build capacity by sharing information and best practices. Currently, we support over 170 workforce providers, colleges and universities, and labor unions that provide job training and employment services to nearly 600,000 New Yorkers.

#### Values

- Access and Equity: Ensure that every New Yorker gains the skills needed to earn a meaningful income.
- Market-Driven Talent Development: Build strong ties with the business community to invest in employment pathways that grow a diverse & expanded workforce in the innovation economy.

#### About The Position

- Position Location: New York, NY
  - Due to COVID-19 and travel restrictions, the position may indefinitely be conducted remotely.
- The position is a contract based position (less than 10 hours per week) under the supervision of the CEO.

#### Qualifications

- Basic: MA in Economics, Urban Planning, or closely related field
- Preferred:
  - Applicants with considerably more experience, including mid-career, are also strongly encouraged.
  - Strong background in statistics methodology, applications to business problems, and/or big data.
  - Ability to work in a fast-paced business environment.
  - Strong research track record.
  - Effective verbal and written communications skills.

#### Responsibilities

Duties may include the following:

- Provide analysis to the senior leadership and membership on economic development, rezoning initiatives, housing market trends and economic theory that supports the development of organizational priorities
- Assist in the development of reports aligned to current and future projects, campaigns, and contracts
- Assist in the formation of NYCETC policy and advocacy positions and strategies, in consultation with the VP for Policy and Special Initiatives
- Other duties as assigned

## Core Competencies

### Essential Skills

- Must be energized by working with people
- Willingness to address issues directly and respectfully with individual members for the greater good of the membership community
- Able to work independently and coordinate effectively with a small but agile team
- Ability to devise projects, delegate responsibilities and see projects through to completion
- Ability to manage multiple projects at once in a busy and fast-paced work environment
- Strong organizational skills with exceptional attention to detail
- Skilled at managing multiple people and priorities
- Clear, positive, and professional communicator
- Entrepreneurial attitude. No problem is too big or too small to tackle.
- Collaborative attitude with a desire to work within a small and agile team to build a strong organization and supportive ecosystem for changemakers.
- Innovative in developing solutions, willingness to take on tasks outside of job description
- Knowledge of the workforce ecosystem and social innovation sector in New York is preferred, but not necessary
- Experience in customer service or sales is a plus, but not required

### Communication

- Speaks and writes clearly and effectively
- Listens to others, correctly interprets messages from others and responds appropriately
- Asks questions to clarify, and exhibits interest in having two-way communication
- Tailors language, tone, style and format to match the audience
- Demonstrates openness in sharing information and keeping people informed

### Teamwork

- Works collaboratively with colleagues to achieve organizational goals
- Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others
- Places team agenda before personal agenda
- Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position
- Shares credit for team accomplishments and accepts joint responsibility for team shortcomings

### Salary And Benefits

- Salary will be determined according to a salary scale which takes into account years' experience.

### Work Experience and How to Apply

- Applicants are required to have 5-7 years of professional work experience.
- Languages: Fluency in English is required. Fluency in Spanish is desirable.
- Assessment: Potential candidates will be contacted by the hiring manager directly for further consideration.
- A Cover Letter, Resume, Work Sample (demonstrating relevant research, writing and analysis) and LinkedIn Profile is required. Please email materials with the subject line “ Fellow, Economic Development and Housing” - [Your Full Name] to Annie Garneva at [AGarneva@nycetc.org](mailto:AGarneva@nycetc.org). Incomplete applications will not be reviewed.

### The Cover Letter Must Include

- List the IT skills, software development and programs that you are proficient in
- Language fluencies
- Explain why you are the best candidate for this role