



## **INDUSTRIAL BUSINESS PROGRAM ASSISTANT JOB DESCRIPTION**

### OVERVIEW:

The Business Outreach Center (BOC) Network manages the Queens Central and Brooklyn East Industrial Business Service areas through a contract with the New York City Department of Small Business Services (SBS). Industrial business services include financing, incentives, navigating government, recruitment, and training. The Industrial Business Program Assistant will provide administrative support to the Director of Industrial Business Development in the Queens office and the Industrial Business Account Manager in the Brooklyn office and assist in marketing the industrial program and its services through outreach activities.

You will work with businesses large and small and be a part of a city-wide program to retain and grow industrial jobs in NYC. You will learn about a wide range of business types, from manufacturing to food distributors, construction to waste management companies. The position is with a non-profit agency that assists an ethnically diverse range of NYC business communities.

### RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Market the Industrial Business program through the development of newsletters, website, and social media campaigns.
- Assist with organizing events for the industrial business community in Queens and Brooklyn service areas.
- Provide general administrative support to the Director and industrial program staff.
- Maintain office systems and assist in the completion of program reports.
- Assist in developing processes for communication and collaboration with other BOC Network programs.
- Participate in regular BOC Network meetings, trainings and events.
- Assist in outreach and surveys to industrial businesses.
- Represent BOC Network at industry networking events and public meetings.

### ADDITIONAL JOB DUTIES:

- Cultivate and maintain relationships with partner organizations, city agencies and businesses.
- Raise funds and grow membership for the Maspeth Industrial Business Association (MIBA).
- Seek new sources of funding and capacity building for the Industrial Program.
- Collaborate with team on strategies for industrial business retention and attraction in IBZ's.
- Build knowledge of citywide policies affecting the industrial sector in NYC.

## QUALIFICATIONS:

- Degree in Public Administration, Economic Development, Urban Planning or Business Management with 1-3 years office experience.
- Excellent written and oral communication, research and writing skills.
- Comfortable interacting, via the phone and in person, with industrial businesses.
- Strong organizational skills and detail-oriented.
- Proficiency using Microsoft Office software and comfortable preparing databases in Excel
- Experience in social media marketing.
- Graphic design skills are a plus.
- Knowledge of mapping software a plus.
- Experience maintaining a website preferred.
- Bi-lingual candidates a plus.

Salary is commensurate with experience and BOC Network offers health coverage and 403b benefits (employee contribution not matched). Please email cover letter and resume to Quincy Ely-Cate, Director of Industrial Business Development at [qelycate@bocnet.org](mailto:qelycate@bocnet.org)

BOC Network is an Equal Opportunity Employer