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Position Description: Program Associate

Organization: Business Outreach Center (BOC) Network

Role: Program Associate, Equitable Industrial Development Initiative (EqID)

Reports to: Director of Industrial Business Development

Location: Fort Greene, Brooklyn and Corona, Queens

Position Overview

As a Program Associate you will play a critical role in the execution of the Equitable Industrial Development Initiative (EqID) to accelerate employee-ownership in the industrial business sector in New York City. Reporting to the Director of Industrial Business Development, the program associate will identify and assist businesses to adopt employee-ownership models. You will play a multi-faceted hands-on role to support businesses and work on the cutting edge of community economic development in New York City. In partnership with the Mayor's Fund to Advance New York City, the Mayor's Office of Minority- and Women-owned Business Enterprises, Citi Community Development and The Working World, the initiative seeks to engage and support industrial businesses in learning about and adopting employee-ownership. As a community economic development organization, BOC Network supports local industrial and manufacturing businesses in New York City to start, operate and grow by connecting businesses with resources, capital, and incentives.

This position offers the unique opportunity of immersion in a business training curriculum to learn about the fundamentals of worker-ownership conversions led by an experienced cooperative developer, the Working World, and the opportunity to work on pioneering ideas in community development financing to drive impact. After gaining knowledge by working on real-time conversions, the program associate will conduct outreach and build a pipeline of potential employee-ownership conversions. The role will focus on innovative finance, equitable economic development as well as operations, strategy-setting and execution. The work will be fast-paced, diverse, and will overlap with multiple community economic development projects simultaneously. The successful candidate will need to blend flexibility with disciplined execution in their work approach in order to manage competing demands and deliver high quality work.

You are the right fit for this role if you have a passion for the intersection between finance and social impact, an entrepreneurial spirit, strategic mindset, and ability to work efficiently in a fast-moving environment. The ideal candidate will also bring excellent interpersonal abilities complemented with strong analytic skills, judgment, and practical sense that translates to supporting small businesses.

Primary Duties and Responsibilities

Organizational and Operational Support

- Participate in the business training curriculum focusing on the fundamentals of employee-ownership conversions.
- Develop strategies for outreach to identify potential employee-ownership conversions in the industrial business sector including developing and maintaining a network of partners.
- Guide industrial businesses through the life-cycle of an employee-ownership conversion.
- Support with the preparation of internal and external reporting.
- Research new trends and developments in the New York City industrial sector.
- Event coordination – logistics, content, and partner management including coordination of meetings.
- One-on-one business and financial counseling.



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- Contribute to written narratives and analyses of the EqID initiative.
- Represent BOC Network and the EqID at internal meetings, external presentations, events and programmatic discussions.
- Support in conducting financial analyses, due diligence, trend analyses, organizational assessment and sector research to facilitate employee-ownership conversions.
- Client outcome tracking, reporting, analysis and linking to internal and external resources to support their business growth.

QUALIFICATIONS:

- Degree in Business Management or Administration, Finance, Public Administration, or Economic Development with 1-3 years office experience.
- Experience in small business finance and consulting.
- Excellent written and oral communication, research and writing skills.
- Comfortable interacting, via the phone and in person, with industrial and manufacturing businesses.
- Strong organizational skills and detail oriented.
- Proficiency using Microsoft Office software and comfortable creating spreadsheets for analysis
- Bilingual candidates a plus.

Salary is commensurate with experience. 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

BOC Network is an Equal Opportunity Employer