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<b>Job Title</b>	Program Manager – Bronx Ascend/Bronx Community College
<b>PVN ID</b>	BX-1911-003375
<b>Category</b>	Managerial and Professional
<b>Location</b>	BRONX C. C.
<b>Department</b>	Workforce Development & Continuing Educa
<b>Status</b>	Full Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Feb 13, 2020 (Or Until Filled)

## General Description

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The Program Manager of Bronx Ascend/Bronx Community College is responsible for managing the college's participation in Bronx Ascend, the newest affiliate of Ascend 2020, a national economic development initiative led by JPMorgan Chase's Small Business Forward and the University of Washington Foster School of Business' Consulting and Business Development Center. The mission of Ascend 2020 is to grow businesses owned by people of color, women, and veterans, along with businesses in inner city and suburban communities with high levels of unemployment. Bronx Ascend is led by the Business Outreach Center (BOC) Network. Partners include the Bronx Cooperative Development Corporation (BCDI) and Bronx Community College (BCC). The initiative seeks to shift procurement streams of anchor institutions like CUNY to support local entrepreneurs of color by removing barriers to local purchasing, increasing contracting to Bronx businesses, and creating a buyers network committed to Bronx economic development.

Reporting to the Dean of Workforce and Economic Development, the Program Manager provides day-to-day oversight, coordination, and support to ensure the success of BCC's participation in Bronx Ascend as a Bronx anchor institution.

## Other Duties

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- Identify procurement opportunities for Ascend participants at BCC and other CUNY institutions.
- Provide technical assistance to businesses to enable them to qualify for, bid for, and secure contracting opportunities with anchor institutions.
- Promote Bronx Ascend within CUNY; forge relationships with CUNY procurement personnel.
- Assist businesses that need to obtain MWBE certification.
- Manage/coordinate relationships with Ascend partners and other Bronx anchor institutions.
- Manage program budget, financial oversight, data collection, and reporting to BOC Network.

- Perform other duties as assigned.

## Qualifications

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### Minimum Qualifications

- Bachelor's degree and relevant project management experience.
- Solid organizational, writing, and information management skills.
- Strong interpersonal and communication skills.
- Proficiency in Microsoft Office (Word, Excel, Power Point, etc.).

### Preferred Qualifications

- Experience in MWBE certification and procurement.
- Experience in small business assistance.