

**JOB OPENING**  
**January 7, 2014**

**JOB TITLE:** Manager, Community Relations  
**DEPARTMENT:** Community Economic Development (CED)

**Location:** New York City

**BASIC FUNCTION:**

Community relations for ESD's real estate development projects, including Atlantic Yards, HCDC initiatives, large development projects and state asset development

Assist with the execution of ESD's legislative agenda, interfacing with both the Administration and State Legislative Branches on behalf of the Agency and liaison to NYC Community Boards.

**WORK PERFORMED:**

- Provide community relations support to ESD's Real Estate Development and Subsidiaries division..
- Serve as liaison on signature projects to local community boards, elected and appointed officials, and community organizations.
- Facilitate communication with local stakeholders; ensure positive project development and maximum community support.
- Develop and execute community relations strategy for economic development projects state wide.
- Facilitate ESD legislative agenda before the Executive and Legislative Branches of Government.
- Track daily legislative actions on the Legislative Retrieval System.
- Review all legislative bills introduced daily.
- Communicate ESD position on legislation to Legislative Program and counsel staff.
- Assist in setting up meetings with members of legislature.
- Attend committee meetings and legislative session.
- Maintain a weekly legislative update whereby senior staff and directors are kept informed of legislative actions.
- Manage projects and or perform other related duties as needed.

**EDUCATION & REQUIREMENTS:**

Education Level required: College Degree in relevant area.

Equivalent Experience required: At least three years experience in community relations and legislative affairs.

Knowledge required: Excellent writing and communication skills.

Other skills: Community relations and coalition building.

**APPROXIMATE HIRING SALARY:** \$55,786-65,000

**INQUIRE**

Maria Gately, HR Manager, Human Resources

**DEADLINE:** At least 2 weeks or until the position is filled.

**Internal Candidates:** COMPLETE A POSTING APPLICATION AND ATTACH A COPY OF RESUME

**External Candidates:** SEND RESUME TO: [Resumes@esd.ny.gov](mailto:Resumes@esd.ny.gov)

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