

Job Opening

JOB TITLE: Project Associate, Small Business Development *(Temp to Perm)* **LOCATION:** NYC

DEPARTMENT: Harlem CDC

BASIC FUNCTION:

Assist with initiatives of the Small Business Division and implementation of ongoing Harlem CDC projects in the Upper Manhattan area.

WORK PERFORMED:

- Assist the EVP and Director of Small Business
- Assist the Director of Community Development with community based initiatives including job fairs and other workforce development programming
- Assist M/WBE Certification applicants upload supporting documents onsite
- Assist with workshops and training programs under the Harlem CDC's new THINK initiative
- Draft Director's Materials for Small Business and Community Development Initiatives
- Review and Coordinate the submission of draft Directors Materials and supporting documents from all Harlem CDC departments to the Project Team at ESD for review
- Performs other related duties as required.

EDUCATION & REQUIREMENTS:

Education Level required: Bachelor's Degree.

Equivalent Experience required: Minimum 1-3 years administrative, accounting and customer service experience; Internships can be applied

Knowledge required: Excellent communication and interpersonal skills - both written and verbal; knowledge of MS Office: with excellent Microsoft Word skills required, plus Excel and PowerPoint; excellent follow-up skills

APPROXIMATE HIRING SALARY: \$53,000

INQUIRE

Ruth Parris, HRIS Specialist & Sr. HR Coordinator

DEADLINE: At least two 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

AN EQUAL OPPORTUNITY EMPLOYER