



**Job Opening**

**JOB TITLE:** Project Associate, MWBE

**LOCATION:** NYC

**DEPARTMENT:** Community Economic Development

**BASIC FUNCTION:**

Assist in the implementation and administration of new and existing programs relating to MWBE certification and minority and women-owned business enterprises (MWBEs). Assist in the necessary administrative duties to support the activities of the MWBE certification unit, and special projects such as, but not limited to: FAQ maintenance, technical assistance, appeals process, development of administrative procedures in program areas, developing and delivery of MWBE training and technical assistance, under the direction of the Executive Director.

**WORK PERFORMED:**

- Assist with various aspects of project development and all stages of certification and compliance process
- Conduct research, analysis and draft reports upon the request of the Department Head
- Assist in the development and implementation of technical assistance, special projects and initiatives
- Draft internal and external correspondence and memoranda,
- Draft materials and assist with workshops and training programs
- Assist with creating, managing, and maintaining of special projects and project reports
- Maintain project tracking database and other tracking systems
- Manage customer service and business contacts (Internal and External)
- Provide some administrative support, including attending meetings, preparing mailing list and labels, maintaining files, and ensuring project tracking system is current
- Other projects that may be assigned as needed.

**EDUCATION & REQUIREMENTS:**

Education Level required: Undergraduate degree in Public Administration, Business Administration, Public Policy, Urban Planning or related field

Relevant experience required: 3+ years of experience in noted areas. Some policy experience. Progressive administrative, bookkeeping, or office management experience. Experience working in economically distressed communities or with Minority or Woman-Owned Business Enterprises (MWBEs) a plus.

Knowledge required: Excellent written and verbal communication and interpersonal skills. Strong organizational and customer service skills. Experience in organizational change and program development. Attention to detail and independent follow through are highly important. Proficiency in Microsoft Word, Excel, and PowerPoint and database management.

**APPROXIMATE HIRING SALARY:** \$48,671 - 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](mailto:Resumes@esd.ny.gov)

**AN EQUAL OPPORTUNITY EMPLOYER**