

April 29, 2015

JOB OPENING

TITLE: Program Coordinator – Venture Capital Programs

LOCATION: NYC

DEPARTMENT: Community Economic Development/Small Business Div.

BASIC FUNCTION:

Provide administrative support and program assistance to the Managing Director and staff of NY State’s Venture Capital Programs. Duties will include maintaining calendars, scheduling internal and external meetings, supporting the group’s marketing and reporting activities, as well as, booking travel arrangements and tracking expenses.

WORK PERFORMED:

General administrative duties: The Program Coordinator will be responsible for providing administrative and project management support to the fund’s staff in making investments in New York-based start-up companies. Job responsibilities include, but are not limited to:

- Arranging meetings schedules and reserving meeting space
- Coordinating travel plans for fund personnel, obtaining approval for travel and the filing of related expenses
- Assisting in the preparation of presentation materials for the fund’s Investment Advisory Committee, ESD Board of Directors, and other senior management audiences
- Supporting program operations: coordinate marketing activities; program tracking and monitoring; coordination of reports; and interface with internal and external departments
- Handling departmental communications in a professional and courteous manner, taking accurate phone messages, responding to general inquiries, and directing information requests to the appropriate department or individual for further assistance
- Setting up filing and record keeping systems
- Maintaining department supplies as necessary
- Other duties and projects as necessary

EDUCATION & REQUIREMENTS:

Minimum Requirements:

Equivalent Education Level required (education required for this position):

- Must have High School diploma or equivalent.
- BA in Public Administration, Business Administration, Economics or related field strongly preferred

Experience required (*include number of years required*):

5+ years of administrative/project management experience within a corporate office environment

Knowledge Required:

- Strong proficiency in MS Office Suite (MS Word plus Excel and PowerPoint, excellent communication skills combined with a confident business demeanor).

Qualified candidates MUST HAVE an Executive Assistant background

General Comments:

- May have frequent access to highly confidential information and files. Business contacts may include persons at high level within the Corporation and other State agencies/Authorities and venture capital community in general.
- The incumbent must develop a thorough understanding of the content of their department and a clear understanding of ESD operations and procedures.

APPROXIMATE HIRING SALARY:

Up to mid \$50k

INQUIRE

Ruth Parris, HRIS Specialist & Sr. Human Resources Coordinator

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

AN EQUAL OPPORTUNITY EMPLOYER