

Job Opening
July 15, 2015

TITLE: Global NY Travel and Logistics Director
DEPARTMENT: Global NY

LOCATION: NYC

BASIC FUNCTION:

Work on logistics and planning Global NY events, with a focus on foreign travel for New York State delegations leading trade and investment missions abroad

WORK PERFORMED:

- Work with the Global NY economic development policy team to provide logistical and operational support for foreign trade and investment missions to destinations such as Canada, Israel, Mexico, China and Italy.
- Coordinate logistics with policy, press and security staff
- Develop operations budget
- Work with Contract Administration to track finances including check requests, invoicing, and reporting
- Coordinate short-term and long-term projects and integrate them within the Global NY strategy
- Work with ESD divisions to develop Global NY project and events calendar
- Organize Global NY events across New York State throughout the year
- Serve as liaison between ESD and the Executive Chamber's operations staff
- Conduct research and find resources to help staff make decisions
- Serve as liaison with vendors on trade mission and event-related matters
- Perform other related functions as assigned by executive management.

EDUCATION & REQUIREMENTS:

Education Level required: Bachelor's degree in relevant area

Experience required: 3-5 years' relevant advance and logistics experience, detail-oriented and effective organizational skills.

APPROXIMATE HIRING SALARY: \$70,000 - \$90,000

INQUIRE

Maria Gatelly, Human Resources Manager

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