DEPARTMENT OF ECONOMIC DEVELOPMENT
Vacancy Announcement

Position Title: Business Marketing Program Coordinator (China) **Due Date:** August 30, 2013
Grade: NS **Salary Range**: $81,856-100,822 **Negotiating Unit:** PS&T
Appointment Type: Temporary **Jurisdictional Class:** Exempt

Department: International **Location:** 633 3rd Ave.
New York, NY 10017

Responsibilities:

Under the general administrative direction of the Director of the International Division, acts as the Department's liaison for trade and export issues pertaining to China. Also acts as the Division's expert on promoting agricultural exports from New York. The incumbent will also support the Department of Economic Development's efforts to attract foreign direct investment to New York State and promote New York State businesses activities in China. The incumbent will aid the International Division and Department in other trade, export and foreign direct investment opportunities as needed.

Description of Activities:

- Work with NYS Regional Councils and directly with industry to advance export opportunities for New York businesses,
- Provide Regional Councils with guidance for updating strategic plans to advance export opportunities
- Will serve as a liaison with businesses representatives in China as needed including New York's representative in China,
- Will meet with New York based groups for outreach and to expand knowledge of export opportunities
- Prepare summary information and reports to Executive on trade and export opportunities.
- Will coordinate participation for trade missions to China; may also assist with preparation for other trade missions.
- Provides ongoing and technical support to the China office specifically, and overseas representatives generally
- Coordinate with ESD Strategic Business Division for outreach to executives of Chinese business that may wish to expand in New York State.

Minimum Requirements:
Min Quals: A Bachelor's Degree in Political Science and 3 years professional experience conducting foreign outreach, planning marketing campaigns, or developing and implementing recruitment strategies. Understanding of Chinese business practices and culture. Ability to understand, speak, read and write in Mandarin highly desirable.

Education Substitution: Master's Degree may be substituted for one year of the above experience.

Contact Information:

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Additional: Please forward cover letter and resume to email address above. *(New York State is an equal opportunity/affirmative action employer.)*

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