

Job Opening
August 14, 2013

JOB TITLE: Program Manager
DEPARTMENT: Community Economic Development

LOCATION: NYC

BASIC FUNCTION:

In conjunction with Directors, manage the implementation and administration of new and existing programs relating to Access to capital, Small business technical assistance and mentorship, Disaster recovery small business programs, other small business and community economic development programs as necessary.

WORK PERFORMED:

- Oversee research and analysis in support of the development of policy recommendations related to the creation and modification of small business and community economic development programs.
- Manage the outcomes reporting, performance metrics and analysis for Department programs.
- Manage, working with Department directors, the development and implementation of the programs listed above.
- Other projects that may be assigned as needed.

EDUCATION & REQUIREMENTS:

Education Level required

Bachelor's degree in Public or Business Administration, Public Policy, Urban Planning or related field. Master's degree in related field preferred.

Relevant experience required

3+ years of similar program experience and related analytical and program development experience. Experience with small business technical assistance, small business access to capital, community development programs or Minority or Woman-Owned Business Enterprise (MWBE) programs preferred.

Knowledge required / Skills required

Excellent project management skills. Excellent interpersonal skills. Excellent communication skills (written and verbal). Experience in program development and implementation and proficient working knowledge of data and statistics, and sophisticated spreadsheets. Proficiency in Microsoft Word, Excel, and PowerPoint.

APPROXIMATE HIRING SALARY: Up to \$60K's, commensurate with experience

INQUIRE

Maria Gately, Human Resources Manager, Human Resources Department

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