

Job Opening
August 14, 2013

Temporary position: limited duration and limited benefits

THIS POSTING SUPERSEDES THE PREVIOUS JOB POSTING THAT WAS BROADCAST 8/6/13

JOB TITLE: Project Associate
DEPARTMENT: Community Economic Development

LOCATION: NYC

BASIC FUNCTION:

Conduct research and analysis in support of the development of policy recommendations related to creation/modification of federally funded small business and community economic development programs. Programs include the Hurricane Sandy Small Business Mentorship and Consulting Program, the Capital Access Program, the Innovate NY equity fund, and the NYS Surety Bond Assistance Program. Participate in the implementation and administration of these access to capital and technical assistance programs.

WORK PERFORMED:

- Conduct research and draft reports upon the request of the Department Head.
- Work together with Department directors in the development and implementation of special projects and initiatives undertaken by the Department.
- Work together with Department directors in the implementation of access to capital programs and compliance and reporting of such programs.
- Other projects that may be assigned as needed.

EDUCATION & REQUIREMENTS:

Education Level required

BA in Public Administration, Business Administration, Public Policy, Urban Planning or related field.

Relevant experience required

1-3 years policy experience. Experience working in economically distressed communities or with Minority or Woman-Owned Business Enterprises (MWBEs) a plus. Experience in banking or lending practices (*preferred*).

Knowledge required / Skills required

Excellent interpersonal skills. Excellent communication skills (written and verbal). Experience in organizational change and program development.

Ability to read and analyze financial documents.

Working knowledge of statistics. Proficiency in Microsoft Word, Excel, and PowerPoint

APPROXIMATE HIRING SALARY: \$47,716 - \$59,646

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