



Job Opening
August 27, 2015

JOB TITLE: Project Associate, Small Business Lending

LOCATION: NYC

DEPARTMENT: Community Economic Development

BASIC FUNCTION:

Assist in all aspects of the administration of small business grant and loan programs, including but not limited to the Community Development Financial Institution (CDFI) Assistance Program, the Jobs Development Authority, and Metropolitan Economic Revitalization Fund.

WORK PERFORMED:

- General support of a portfolio of 80-100 active grants and some loans, including review of applications, management of approval and funding process, including the preparation of Grant Disbursement Agreements, compiling and reviewing information, and preparing directors approval documents and contracts
- Assist with the coordination with internal contacts (Origination, Finance, Design & Construction, Contractor and Supplier Diversity, Legal) in preparation of board of directors' approval materials, contracts, project status reports, and other documents appropriate for the review/management of projects
- Review requests for disbursement, perform desk audits, and assist with grant disbursements, including coordination with internal contacts and grantees
- Attend meetings, as needed, with lenders, small businesses and other relevant players
- Maintain project tracking database and other tracking systems
- Provide some administrative support, including preparing mailing list and labels, maintaining files, and ensuring project tracking system is current
- Assume a variety of Department-wide responsibilities as assigned, such as conducting research, ensuring compliance with funding requirements, and managing data

EDUCATION & REQUIREMENTS:

Education Level Required: Bachelor's degree, preferably in business or liberal arts and sciences.

Relevant experience required: Minimum of 1-3 years of experience in at least one of the following fields: economic development, government, planning, public administration, or related business or not-for-profit area.

Knowledge Required: Excellent written, verbal, communication and interpersonal skills. Strong organizational and customer service skills. Meticulous attention to detail and independent follow through are highly important. Strong MS Word, Excel, and database management. Interest in pursuing a career in economic development.

APPROXIMATE HIRING SALARY: \$48,671 - 53,000

INQUIRE

Ruth Parris, HRIS Specialist & Sr. HR Coordinator

DEADLINE: At least two 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