

Job Opening

(P/T Temp Position, 4-6 weeks)

Job Posting: 11/01 2016

Application Deadline: 11/30/16

JOB TITLE: Digital Project Associate

LOCATION: NYC

DEPARTMENT: Public Affairs

BASIC FUNCTION:

The Digital Project Associate is responsible for assisting the ESD website team with project management and facilitating communication between key internal and external stakeholders.

WORK PERFORMED:

- Maintain a project checklist and project schedule for a large-scale web development initiative
- Track progress and communicate status to internal stakeholders
- Coordinate scheduling and logistics for project meetings
- Work with website vendor and internal stakeholders to secure assets and content needed for web development
- Respond to website requests and make content updates to the website as needed
- Assist with special projects and other tasks as assigned.

EDUCATION & REQUIREMENTS:

Education Level required: Bachelor's degree, preferably in a related field (business, communications, or political science).

Relevant work experience required:

- 1-3 years of professional experience
- Must be a self-starter who's able to work independently
- Extremely organized and able to keep track of multiple projects simultaneously
- Excellent communication skills
- Strong analytical and critical thinking capabilities
- Web savvy with an interest in digital trends and best practices

Knowledge required:

- Experience working with business and economic development content is a plus
- Work or internship experience in marketing or communications is a plus
- Experience updating a website using a CMS system is a plus

APPROXIMATE HIRING SALARY: \$30-35/hr.

INQUIRE

Ruth Parris, HRIS Specialist & Sr. HR Coordinator, ESD Corporation

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