



Job Opening
August 19, 2016

JOB TITLE: Content Specialist
DEPARTMENT: Innovation and Broadband

LOCATION: NYC

BASIC FUNCTION:

Under the direction of the Director of Outreach, provide support by producing internal and external content for the Broadband Program Office, including but not limited to; annual reports, informational materials for grant recipients, PowerPoint presentations, broadband coverage related Fact Sheets and content for social media. Specialist will also work with the Director of Finance and Structuring regarding mapping needs.

WORK PERFORMED:

- Responsible for managing social media and develop simple, easy-to-understand, user friendly web content. Request approval from Public Affairs for posting of external content.
- Prepare and assist in the preparation of written deliverables, including memoranda, summary reports, illustrative charts, and data-tables.
- Review and summarize materials for senior staff.
- Develop PowerPoint and other visual presentations for the Broadband Team as necessary.
- Provide additional support to the Broadband Program Office as needed.

EDUCATION & REQUIREMENTS:

Education Level required: Bachelor's degree in journalism or communication and a minimum of 2 years' experience in web related marketing and development.

- Required proficiencies
 - Excellent communications and writing skills
 - MS Word, Excel, and PowerPoint
 - Experience multitasking under pressure
- Preferred proficiencies:
 - Digital content publishing and Graphic Design

Knowledge required:

Provide a broad spectrum of content development services, including articles, blogs, marketing content and promotional web content to suit the specific requirements of the Broadband Program. Excellent time management and multitasking skills.

APPROXIMATE HIRING SALARY: Up to \$50,000

INQUIRE

Leah Schanke - AVP, Human Resources, 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