

Job Opening

Job Posting: January 2022

Application Deadline: 30 days or
until position is filled

JOB TITLE: Director of Outreach

LOCATION: NYC

DEPT: ConnectALL (formerly Broadband)

BASIC FUNCTION:

Performs outreach, stakeholder engagement, and relationship management necessary to support broad participation in New York State universal broadband initiatives; significant responsibilities include generating and disseminating outreach materials, representing the ESD ConnectALL Office (CAO) at public forums, planning events, and meeting with public officials and key stakeholders..

WORK PERFORMED:

- Develop public presentations, outreach materials, and other public deliverables to expand awareness of and increase participation in universal broadband initiatives.
- Develop newsletters, mass emails, and other periodic communications to advise the public and/or other stakeholders about the status of various universal broadband initiatives.
- Ensure timely responses to outside correspondence to CAO.
- Coordinate meetings with external stakeholders, including preparing CAO staff members to attend.
- Attend and/or plan public forums and other meetings in all areas of New York State on behalf of CAO.
- Monitor public statements, media, news, and other public opinion trend indicators concerning universal broadband initiatives.
- Track status of universal broadband initiatives in collaboration with CAO Project Management Team, to stay informed of progress and/or significant changes.
- Manage and assist in managing selected projects on an as-needed basis: preparing Directors' materials and other inter/intra-agency administrative documentation necessary for project awards; Preparing and reviewing outreach materials illustrating broadband connectivity in different areas of the State.
- Draft internal documentation relating to the CAO contracts and the procurement of contract services.
- Other assignments as required by CAO.

Position expected to work onsite and/or remote consistent with NYS and ESD guidelines and needs.

EDUCATION & REQUIREMENTS:

Education Level required: Bachelor's degree in Public Policy/Administration, Business, Engineering or related field.

Experience required: Minimum 5 years direct experience in one or more of the following fields: economic development, government, planning, public administration, or related business or not-for-profit area. Industry knowledge of broadband and telecommunications deployment and infrastructure strongly preferred.

Knowledge required: Excellent written and verbal communication skills. Strong organizational, problem-solving, and analytical skills. Prior experience in an external relations, communications, or public affairs role. Demonstrated ability to efficiently manage multiple projects/tasks simultaneously, take initiative, and work independently. Familiarity with business, non-profit, and governmental agencies and general knowledge of New York State's geography, localities, and economies. Strong attention to detail and independent follow through are highly important. Microsoft Office, particularly Excel and Word.

Knowledge preferred: Knowledge of graphic design or related tools to generate public outreach materials. Prior experience working with local government entities across New York State. General knowledge of broadband, telecommunications and other infrastructure/construction projects. Understanding of database management or other organizational systems.

APPROXIMATE HIRING SALARY: \$75,000 - \$85,000 (w/ comprehensive benefits package)

INQUIRE

Human Resources Dept.

External Candidates: Send resume to resumes@esd.ny.gov, indicating job title in subject line and salary requirement in email body

Internal Candidates: Complete [Posting Application](#) and attach a copy of resume

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