

Job Opening

Job Posting: May 26, 2022

Application Deadline: 30 days or until position is filled

JOB TITLE: MWBE Associate

LOCATION: NYC

GRADE: 12N

DEPT: Minority & Women's Business Development

BASIC FUNCTION:

Assist in the administration of new and existing programs relating to; new businesses, small businesses, and minority and women-owned business enterprises (MWBEs). Perform the necessary administrative duties to support the activities of the MWBE certification, and special projects such as, but not limited to: FAQ maintenance, provide technical assistance and participate in the development of administrative procedures and MWBE training procedures.

WORK PERFORMED:

- Assist with research, analysis and draft reports upon the request of the executive leadership team
- Assist Department directors in the development of special projects, initiatives and technical assistance
- Draft and prepare materials to support workshops and training programs
- Manage customer service and business contacts (Internal and External)
- Participate in meetings, workshops and trainings, as needed
- Maintain project tracking database and other tracking systems
- Provide administrative support, including preparing mailing list and labels, maintaining files, and ensuring project tracking system is current
- Other projects as assigned by Supervisor

EDUCATION & REQUIREMENTS:

Education level required: H.S. Diploma *plus* Business School; college degree preferred.

Equivalent Experience Required: 3-5 years required administrative, customer service, bookkeeping, office management experience or related business area. Experience working in economically distressed communities or with Minority or Woman-Owned Business Enterprises (MWBEs) a plus.

Knowledge / Skills Required: Excellent written and verbal communications/interpersonal skills. Strong organizational and customer service skills. Meticulous attention to detail and independent follow through is highly important. Excellent follow-up skills. Proficiency in MS Word, Excel, PowerPoint, database management.

APPROXIMATE HIRING SALARY: \$58,000 (w/ comprehensive benefits package)

INQUIRE

Jema Chan – HR Recruiter, 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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