

Job Opening

Job Posting: 04/26/2018

Application Deadline: 05/26/2018

JOB TITLE: Program Coordinator, Tourism **LOCATION:** Albany
DEPARTMENT: Marketing

BASIC FUNCTION:

Under the direction of the Director of Market NY, provide coordination support for Matching Funds and Market NY programs. Perform necessary administrative duties to support activities of the Tourism division. Ensure efficiency in processing of grants and funds disbursement, and eliminate redundant functions across funding programs.

WORK PERFORMED:

- Provide grant project management assistance, including assembling materials, doing research and reviewing, sorting, analyzing and compiling information from external and internal sources (including grantees) to create final documents including applications, ESD Directors' materials, grant disbursement agreements and various other documents.
- Coordinate with internal contacts (Regional Offices; Project Managers; Finance, Design and Construction; Contractor and Supplier Diversity; Legal; Loans and Grants) in the preparation of board of directors' approval materials, contracts, project status reports and other documents appropriate for the review and management of funding projects.
- Review incoming requests for disbursement, ensuring compliance with program / project requirements, and creating Excel spreadsheets for internal audits.
- Ensure quality and completeness of Project Tracking Systems records.
- Maintain project files and records in an orderly manner for easy reference.
- Other projects that may be assigned as needed

EDUCATION & REQUIREMENTS:

Education Level required: Must have high school diploma or equivalency. College experience a plus.

Relevant experience required: 1-3 years' business/institutional experience in relevant area.

Knowledge required: Excellent interpersonal skills and excellent communication skills (written and verbal). Proficiency in Microsoft Word, Excel, PowerPoint, and Outlook.

Self-motivated, detail oriented, results focused.

APPROXIMATE HIRING SALARY: Up to \$52,000 (w/ comprehensive benefits package)

INQUIRE

Ruth Parris, Sr. HRIS Specialist & HR Manager

Internal Candidates: COMPLETE A POSTING APPLICATION AND ATTACH A COPY OF RESUME

External Candidates: SEND RESUME TO: Resumes@esd.ny.gov

WE ARE AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY.