

## Job Opening

**Job Posting:** March 2022

**Application Deadline: 30 days or  
until position is filled**

**JOB TITLE:** Program Manager, EAC

**LOCATION:** NYC

**DEPT:** Small Business and Technology Development

### **BASIC FUNCTION:**

The Program Manager will be responsible for supporting and working directly with the Entrepreneurship Assistance Centers (EAC) to ensure the progress and timely completion of grant deliverables. The Program Manager will coordinate with internal departments and grantees to ensure all applicable aspects of the grant terms are fulfilled.

### **WORK PERFORMED:**

- Support all aspects of the grant contract process: from review of applications, generation of grant contract, management of grantee compliance with contract terms, meeting timely payment requirements, to final closeout of grant.
- Prepare Board Materials, Request for Applications, Grant Disbursement Agreements, Payment Requisitions, and relevant documents as necessary.
- Monitor the functions of the EACs to ensure services are provided to targeted population. Track and report on program activities/status to upper management and various stakeholders.
- Compile, review and analyze periodic statistical status reports as required.
- Perform data entry and report queries on various internal database programs, including People Soft and MSD (Microsoft Dynamics).
- Provide support to grantees with contract requirements and navigation of contract procedures.
- Oversee and undertake special projects or initiatives as needed.
- Other duties as assigned.

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

### **EDUCATION & REQUIREMENTS:**

Education Level required: Bachelor's degree.

Relevant experience required: Minimum of 3-5 years of experience in at least one of the following fields: economic development, government, planning, public administration, or related business or not-for-profit area, with proven project management experience.

Knowledge Required: MS Windows and other MS applications for Word, Excel, Outlook, Publishing, WEBEX Excellent written, verbal, communication and interpersonal skills. Strong organizational and customer service skills. Meticulous attention to detail, solid judgement, independent follow through are highly important. Strong MS Word, Excel, and database management. Interest in pursuing a career in economic development and policy.

The position requires familiarity with a variety of program management concepts, practices, and procedures; an ability to plan and accomplish goals; as well as the ability to perform a variety of tasks. A wide degree of creativity and latitude is expected to enhance department and organization reputation by accepting ownership for accomplishing new and different requests; and exploring opportunities to add value to job accomplishments.

**APPROXIMATE HIRING SALARY:** Up to \$65,000 (w/ comprehensive benefits package)

**INQUIRE**

Human Resources Dept.

**External Candidates:** *Send resume to [resumes@esd.ny.gov](mailto: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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