



### Job Opening

**Job Posting:** July 12, 2019

**Application Deadline:** 30 Days or Until  
Position is Filled

**JOB TITLE:** Project Associate, No. Country, REDC  
**DEPARTMENT:** Regional Offices

**LOCATION:** Watertown or Plattsburgh

**Basic Function:** Possess general knowledge of all phases of the operation of the North Country Regional Office, in order to assist in administration of the Regional Council program, assuming responsibilities with minimal supervision, assisting the Regional Director and other staff to the greatest extent possible in all situations to assure a smooth running operation. Provide confidential administrative and clerical support to Watertown and Plattsburgh Regional Offices, Regional Director, and Professional Staff, as required. In general, promote the services of the Department.

### Work Performed:

- Assist Regional Director in coordination of North Country Regional Economic Development Council (NCREDC) meetings and activities including securing venues, procuring refreshments and supplies, organizing meeting packets, and registration,
- Prepare and review for ESD Staff signature: Payment Authorizations, Personnel documents, Agreements/Contracts.
- Maintain CFA scoring information and analytics
- Handle all scheduling matters, confirming meetings, conference calls, reserve meeting rooms, resolve scheduling conflicts, monitor schedule, provide meeting reminders and updates, ensure all necessary materials are available prior to meeting time.
- Work with committees, task forces and/or working groups of ESD and affiliated organizations
- Maintain database and contact information for NCREDC members and work groups and disburse information to committees, task forces and/or workgroups of ESD and affiliated organizations as directed
- Maintain regional pages of ESD and Regional Council websites along with the Regional Council blog
- Maintain electronic and hard copy records and files
- Provide administrative assistance to staff in all phases of ESD operations; Administrative/management duties for office operations, i.e., mail, office equipment (maintenance & replacement ), scheduling, purchase of supplies, manage and submit timesheets, etc.
- Receive all invoices and process to central offices for payment, maintaining appropriate records for same, including computer records and preparation of monthly fiscal reports.
- Do online research, draft letters.
- Maintain computer reports and prepare project reports, as required.
- Manage and update filing system, including shared file list online. Eliminate duplicate files. Review periodically and screen for materials that can be disposed of.
- Familiarity with ESD projects and limited management of projects, including but not limited to project files
- Perform special projects as required.

### *In Plattsburgh Office:*

- Manage all incoming calls, messages, and forwarding to ensure proper handling, including direction of calls to appropriate parties, screening for sales-calls, prioritization and immediate handling of time sensitive calls.

**EDUCATION & REQUIREMENTS:**

Education level required: Bachelor's Degree or equivalent experience

Equivalent Experience required: 1+ years' relevant experience

Knowledge Required:

Work as part of a project team

Strong Communication Skills – oral and written

High Competency in using Microsoft Office (Word, Excel, PowerPoint)

**APPROXIMATE HIRING SALARY:** Up to \$50,000 (w/ comprehensive benefits package)

**INQUIRE**

Shawn Bryant, HR Manager - Human Resources Dept.

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

**External Candidates: SEND RESUME TO: [Resumes@esd.ny.gov](mailto:Resumes@esd.ny.gov)**

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