



Job Opening

Job Posting: August 23, 2019

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

JOB TITLE: Project Associate, REDC

LOCATION: Albany

DEPARTMENT: Regional Councils

Basic Function: Support the Regional Economic Development Council initiative by assisting with the management of the Regional Economic Development Council (REDC) initiative along with providing administrative assistance, website management and scheduling.

Work Performed:

- Manage the implementation of priorities associated with the Regional Economic Development Council (REDC) initiative.
- Manage the REDC calendar, which consists of coordinating across ten regions and with the Lieutenant Governor's Office.
- Manage the coordination between ESD Regional Offices and State Agencies to schedule and execute CFA Workshops.
- Review, analyze, and maintain the REDC website to ensure the system is properly updated by all ESD Regional Offices.
- Assist with guidance and strategy assistance to the Vice President of Regional Economic Development and Deputy Director on various initiatives.
- Prepare various administrative and REDC related documents, including the following: REDC Resources Available; REDC guidebook; schedules; reports; presentations; memoranda; project summaries; and other documents as needed.
- Attend and represent ESD at REDC Related Events.
- Coordinate directly with the REDC's and Regional Offices on REDC matters.
- Assist with the production of relevant data and reports necessary for the continued success of REDC initiative.
- Provide assistance in other special initiatives as needed or requested by executive staff.

EDUCATION & REQUIREMENTS:

Education level required: Bachelor's Degree in Business, Political Science, Government, or a related field.

Equivalent Experience required: 2 + years relevant experience including government administration or economic development.

Knowledge/Skills Required: Excellent written and verbal communication skills. Strong organizational, problem-solving, and analytical skills. Demonstrated ability to manage multiple projects / tasks simultaneously, take initiative, and work independently. Familiarity with business, not-for-profit, and governmental agencies and general knowledge of New York State's geography and economies. Strong attention to detail. Experience and knowledge of Microsoft Excel and website management.

APPROXIMATE HIRING SALARY: \$45,500-50,000 (w/ comprehensive benefits package)

INQUIRE

Shawn Bryant, HR Manager

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

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

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