

Job Opening

Job Posting: June 5, 2019

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

JOB TITLE: Project Assistant II, Contractor & Supplier Diversity **LOCATION:** NYC
DEPARTMENT: Contract Administration

Basic Function: Provide programmatic support and data analysis for compliance with Minority and Women-Owned Business Enterprise (MWBE) and Service-Disabled Veteran-Owned Business (SDVOB) participation goals and statutory requirements. Associate will develop and monitor diversity compliance/MWBE and SDVOB participation goals on ESD projects and assist with the refinement of reporting and tracking systems, to maximize the compliance of MWBE and SDVOB programs.

Work Performed:

- Provide support to the Project Managers and Director of the Office of Contractor and Supplier Diversity on marketing, outreach, and compliance as needed;
- Research, develop and negotiate MWBE and SDVOB participation goals with project sponsors, developers or other entities with whom ESD will engage in contractual relationships;
- Research and prepare lists of qualified and certified MWBE and SDVOB for procurement purposes or to match potential subcontractors and suppliers with prime contract holders at ESD;
- Complete data analysis, database creation and clean up, and project record creation and reconciliation for use in unit compliance tasks;
- Track compliance information regarding MWBE and SDVOB participation and minority/female workforce participation on ESD projects. Ensure that data is accurately reflected in tracking systems and databases;
- Participate in weekly, monthly and quarterly office, interdepartmental and division-wide meetings, webinars, and/or teleconferences;
- Provide the highest standard of customer service to internal and external partners and stakeholders;
- Participate in MWBE, SDVOB and other related expos and events, as necessary;
- Participate in trainings, workgroups, strategic planning sessions and other group projects as necessary; and
- Perform projects, tasks and other duties as assigned by Supervisor.

EDUCATION & REQUIREMENTS:

Education Level required: Bachelor's Degree

Relevant experience required: 1-3 years of relevant experience in some combination of MWBE and/or SDVOB, non-profit organization, data analysis, business administration, information technology, government or construction-related field.

Knowledge required: Proficiency in Microsoft Office and experience using contract and data management systems. Excellent interpersonal, oral and written communications skills

APPROXIMATE HIRING SALARY: Up to \$42,000 (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

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