

Job Opening

**Job Posting:** 5/7/2021

**Application Period: 14 Days or Until  
Position is Filled**

**JOB TITLE:** Project Associate  
**DEPARTMENT:** Public Affairs

**LOCATION:** NYC

**BASIC FUNCTION:**

Assist the Department Head with day-to-day administrative support and operations of the Public Affairs Department; manage agency clips; provide assistance to digital team.

**WORK PERFORMED:**

- Organizing and disseminating ESD related news articles and on-going media stories on a daily basis.
- Support Department Head's administrative duties including setting up meetings, handling incoming calls, managing calendars, meeting note-taking, general organization
- Oversee department travel scheduling: coordinating travel arrangements, preparing and reconciling trip memoranda and expense
- Assist Digital Communication team with managing ESD's website & social media.
- Managing internal/external correspondence referred to Public Affairs department
- Primary liaison with other ESD Administration-related divisions
- Working with IT to troubleshoot and solve digital/tech-related issues, as needed
- Coordinating with Facilities on office needs, equipment, supplies etc.

**EDUCATION & REQUIREMENTS:**

- Education Level required: College Degree
  - Relevant experience required: 3+ years' experience in an administrative/secretarial position within a corporate environment and 1-3 years' relevant experience (non- administrative/secretarial)
  - Knowledge required: Knowledge of Windows, Microsoft Word, MIS-DOS. Must have extreme proficiency in writing and speaking English.
  - Familiarity of state-related projects preferred.
  - Ability to work successfully as part of a team a must.
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**APPROXIMATE HIRING SALARY:** \$57,000 (w/ comprehensive benefits package)

**INQUIRE**

Ruth Parris – HR Manager - 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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