



Job Opening

Job Posting: 5/14/2021

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

JOB TITLE: Project Associate, REDC
DEPT: North Country Regional Office

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 and/or online meeting rooms, procuring refreshments and supplies, organizing meeting packets, and registration;
- Maintain CFA scoring information and analytics;
- Provide online research and draft letters as may be required by the Regional Director or REDC;
- Prepare and review for ESD Staff signature: Payment Authorizations, Personnel documents, Agreements/Contracts;
- 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 as assigned by RD;
- 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 Council website along with the Regional Council blog;
- Maintain electronic and hard copy records and files in the Plattsburgh office;
- Provide administrative assistance to staff in all phases of ESD operations: Administrative/management duties for office operations, i.e., mail, maintenance and replacement of office equipment, scheduling, ordering of supplies, submit timesheets, etc.;
- Assist in providing all invoices and process to central offices for payment, maintaining appropriate records for same, including computer records and preparation of monthly fiscal reports
- Maintain 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;
- Become and remain familiar with ESD projects, and assist in maintaining 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, prioritization and immediate handling of time sensitive calls.

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

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: \$49,000-51,000 (w/ comprehensive benefits package)

INQUIRE

Ruth Parris – HR Manager - Human Resources Dept.

External Candidates: *Send resume to 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*

WE ARE AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY