



Job Opening

Job Posting: February 2022

Application Deadline: 30 days or until position is filled

JOB TITLE: Project Associate, Tourism Grant Program

LOCATION: Albany, NY

DEPT: Division of Tourism

BASIC FUNCTION:

Under the direction of the Director of Tourism Grant Programs, the incumbent for this position will serve as a member of the tourism grants team, especially working on the new Meet In New York grant program, with administrative assistance, database management, grant excel sheet creation and management, and a broad spectrum of duties communicating with and assisting program applicants and grantees.

WORK PERFORMED:

- Manage an extensive portfolio of active projects for the Meet In New York grant program including but not limited to application review, review of required reports and preparation of various administrative documents, reimbursements and budget materials.
- Respond to inquiries, address concerns, and explain the Meet In New York to tourism companies, organizations and regional stakeholders. Communicate with applicants/grantees and their representatives via telephone, email and paper correspondence.
- Track project information in Excel and database tracking tools; keep tourism grants staff apprised of project status.
- Cross train with other tourism grants programs to provide backup as needed.
- Other projects/duties as requested by the Director of Tourism Grant Programs and Executive Director of Tourism.

EDUCATION & REQUIREMENTS:

Education Level Required: College degree required. Experience and/or knowledge in project management preferred.

Relevant experience required: Minimum of 1-3 years of experience in: office management, customer service and/or database management.

Knowledge Required: Excellent written, verbal, communication and interpersonal skills. Strong organizational skills. Meticulous attention to detail and independent follow through are highly important. Strong MS Word, Excel, and database management.

APPROXIMATE HIRING SALARY: \$55,000 - \$65,000

External Candidates: Send resume or inquiry to HR: 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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