

Job Opening

Job Posting: January 2022

Application Deadline: 30 days or
until position is filled

JOB TITLE: Project Manager, Community Development
and HCDC Administration

LOCATION: NYC - Harlem

DEPT: HCDC

BASIC FUNCTION:

Responsible for overseeing the ongoing collection of data for key projects within HCDC, manage web content, draft briefing memos, ensure procurement compliance with applicable rules and regulations, review and improve processes, conduct research, collect and reporting data. Project Manager will lead the effort to provide up-to-date metrics on numerous projects, by working in collaboration with various HCDC and ESD divisions, and external stakeholders.

WORK PERFORMED:

- Develop and implement project tracking process
- Serve as Digital Liaison for Harlem CDC's web content including social media: manage all promotional media in collaboration with NYS branding department to ensure the HCDC and ESD brands are presented in an effective, professional manner and within established guidelines.
- Lead and manage HCDC's procurement activities
- Support community development and design of new programs
- Review project reports from grantees and vendors. Perform due diligence and ensure compliance with approval documents, guidelines, and agreements.
- Review requests for disbursement, perform desk audits before submitting to Accounts Payable.
- Draft board and briefing materials for Harlem CDC's executive staff and board of directors
- Coordinate with internal (ESD) contacts in the preparation of board of directors' approval materials, contracts, project status reports, and other documents appropriate for the review/management of projects.
- Provide technical assistance to community stakeholders engaged in economic development initiatives as directed
- Other projects as assigned by Executive Director

Money: Purchase request, Invoices, Petty Cash

Business Contacts (*Internal and External*): Internal- Harlem CDC management and staff, ESD staff;
External- Private and public sector organizations and community businesses.

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

EDUCATION & REQUIREMENTS:

Bachelor's degree in business, public administration, entrepreneurial studies, liberal arts, social sciences, urban planning, or similar fields.

Experience required: 3+ year's experience with a combination of project management, data collection and reporting and media branding. Excellent written and verbal communication skills. Strong organizational, problem-solving, and analytical skills. Demonstrated ability to efficiently manage multiple projects/tasks simultaneously, take initiative, and work independently. Familiarity with the Harlem area, and not-for-profit/ governmental agencies preferred.

Knowledge required: Proficiency in Microsoft Office (particularly Word, Excel and PowerPoint), Constant Contact, Survey Monkey, and virtual meeting/webinar platforms (Cisco Webex and Zoom). Experience with PeopleSoft preferred.

APPROXIMATE HIRING SALARY: \$61,500 - \$64,000 (w/ comprehensive benefits package)

INQUIRE

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