



Job Opening

Job Posting: August 23, 2017

Application Deadline: Sept. 23, 2017

JOB TITLE: Project Assistant II, Contract & Supplier Diversity

LOCATION: NYC

DEPARTMENT: Contract Administration

BASIC FUNCTION:

A main area of focus will be to manage diversity compliance on smaller projects in the northern and western areas of New York State, specifically Western New York, Finger lakes, Capital and North Country Regions. Associate will develop and monitor Minority and Women-Owned Business Enterprise (MWBE) and Service-Disabled Veteran-Owned Business (SDVOB) participation goals for Empire State Development (ESD) on these projects. Assist with the refinement of reporting and tracking systems, to maximizing the compliance of MWBE and SDVOB programs.

WORK PERFORMED:

- Research, develop and negotiate MWBE and SDVOB participation goals with project sponsors, developers or other entities with whom ESD will engage in contractual relationships on smaller projects;
- 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;
- 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;
- Provide support to the Director of the Office of Contractor and Supplier Diversity and Project Managers on marketing and outreach, compliance as necessary;
- 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, 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

INQUIRE

Ruth Parris, HRIS Specialist & Sr. HR Coordinator - Human Resources Dept., ESD Corporation

Internal Candidates: COMPLETE A POSTING APPLICATION AND ATTACH A COPY OF RESUME

External Candidates: SEND RESUME TO: Resumes@esd.ny.gov

AN EQUAL OPPORTUNITY EMPLOYER