

Job Opening

Job Posting: April 2022

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

JOB TITLE: Senior Program Associate, NYS EDA Tourism Grant **LOCATION:** Albany

DEPT: Marketing (Division of Tourism)

BASIC FUNCTION:

Under the direction of the Executive Director of Tourism and the Director of Tourism Grants, the Senior Program Associate, NYS EDA Tourism Grant manages the administration of New York's Non-Competitive Statewide Tourism Grant awarded under the federal Economic Development Administration's American Rescue Act Plan funding to support the travel, tourism and outdoor recreation sectors in the State of New York as they recover from the COVID-19 pandemic.

This position is being funded for four years.

The Senior Program Associate, NYS EDA Tourism Grant will ensure all activities under the program are compliant with federal and state requirements and handle all reporting and request for payments with the EDA. The position will also assist in developing and oversee the execution of competitive and non-competitive subawards made as part of the program.

WORK PERFORMED:

- Assist and lead in creating and implementing policies and procedures to ensure compliance with state and federal grant requirements by ESD staff, consultants and vendors, as well as sub-awardees
- Compile reports to comport with EDA recipient reporting requirements
- Submit to the EDA quarterly requests for payments under the grant
- Serve as liaison with EDA for administrative inquiries and other administrative communication
- Create internal reports on status of disbursements and overall program management
- Organize and participate in the scoring and awarding of competitive subawards
- Communicate with non-competitive sub-awardees, including ensuring their compliance with grant requirements
- Manage a third-party vendor for duties including but not limited to competitive subaward disbursements and reporting
- Track inquiries on the program from sub-awardees, industry stakeholders, the public and state government colleagues and draft responses
- Draft memos, talking points, briefings, strategic communications and other materials related to the EDA grant as needed
- Assist with any audits of program spending
- Other duties as needed

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

EDUCATION & REQUIREMENTS:

Education Level required Bachelor's Degree in relevant area

Relevant required experience and skills:

- 5+ years professional experience, including experience administering and / or managing public grants, preferably grants from the federal government
- Impeccable attention to detail
- Thorough and independent follow through, including experience both leading and following up on project execution
- Strong organizational, problem-solving and analytical skills
- Strength dealing with numbers
- Excellent verbal and written communication skills

- Computer skills including familiarity with Microsoft products (e.g. MS Word, Excel), email software (Outlook), internet searching, calendar management and other programs
- Ability to work successfully in a fast-paced environment both independently and as part of a team

Preferred candidates should have some of the following additional attributes:

- A high comfort level working in and /or creating Excel spreadsheets
- Experience working in a government and office setting
- Familiarity with New York State
- Experience with project collaboration
- Demonstrated ability to efficiently manage multiple projects/tasks simultaneously and take initiative
- Familiarity with business, not-for-profit and governmental agencies
- Ability to work with statistics and strong writing skills to articulate the meaning of data in readily accessible/understandable formats

APPROXIMATE HIRING SALARY: \$80,000 - \$85,000 (w/ comprehensive benefits package)

INQUIRE

Maria Gately – HR Recruiter, 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