

**Governor's Office of Storm Recovery
Program Assistant**

Organization Summary

The New York State Governor's Office of Storm Recovery (GOSR) coordinates and implements New York State's disaster recovery programs in response to damages sustained by Super Storms Sandy, Irene and Lee. GOSR provides funding and grants for housing, small businesses, infrastructure and community planning.

Position Summary

The Program Assistant will perform programmatic administrative support duties for the Contract/Vendor Management Department.

Duties include but are not limited to:

- Working with the Director of Contract/Vendor Management and Contract Managers on all general office management support.
- Providing logistical support, typing, document review for content and format, filing, files maintenance, photocopying, scheduling meetings/rooms, and calendar management.
- Creating, organizing and maintaining new contract files (electronic and hard copy).
- Communicating with vendors and sub-recipients on monthly reports and requirements.
- Filing correspondence and other documents related to ongoing projects.
- Entering, tracking and following up on contract report deadlines and deliverables.

Qualifications

- Bachelor's Degree in any field and at least three to four years of relevant experience in an administrative/support capacity.
- Detail oriented.
- Fast learner, who will require minimal supervision.
- Ability to produce high quality work in a fast-paced environment.
- Ability to participate productively as a contributing member in a team environment.
- Ability to communicate effectively and concisely.
- Proficient in the use of Microsoft Office and standard computer applications.
- Display a high level of initiative, effort, and commitment towards completing assignments in a timely manner.

If interested:

All candidates must submit a resume, 3 references, and letter of interest to StormRecoveryJobs@stormrecovery.ny.gov. Please include the name of the position that you are applying for in the subject line. We cannot interpret omissions or vagueness in your favor. You are responsible for an accurate and clear description of your training, work experience, and how you meet the qualifications of the position you are applying for. Please set forth all relevant employment history, including the name of each employer, dates of employment and titles held. Be sure to describe the nature of the work that you personally performed for each position held. If you had supervisory responsibilities, state how many people you supervised and the nature of such supervision.

The Governor's Office of Storm Recovery is an Equal Employment Opportunity employer committed to excellence and diversity. All qualified candidates are encouraged to apply.