Governor's Office of Storm Recovery
Program Assistant, Small Business

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 reconstruction.

Position Summary
Under the general direction of the Program Director the Program Assistant provides administrative assistance and support for a specific program team.

Responsibilities include but are not limited to:

- Assist with the execution of programmatic initiatives by documenting, tracking, and escalating issues as needed.
- Assist the director of facilities operation with all administrative tasks as needed.
- Assist with the constituents' call line by answering, documenting and routing calls to the appropriate representative.
- Maintain a working knowledge of the programs, policies and procedures, program activities and operational functions in order to disseminate information as directed.
- Maintain various tracking systems and control files, such as for travel, small purchases, and personnel as well as other action memos as assigned.
- Provide direct administrative, procedural, and informational resource assistance and support to program staff and/or managers by collecting, organizing, and presenting information related to program/project activities.
- Make arrangements for meetings and conferences, including space, time, participants, and agenda distribution.

Qualifications

- Must be a NY State resident or able to relocate to NYS
- Bachelor's Degree and 2 years of experience or a minimum of 4 years of experience without a bachelor's degree
- Ability to understand and articulate program rules and regulation
- Excellent oral and written communication skills
- Excellent organizational skills
- Proficient in Microsoft Office

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.