



Job Opportunity: Project Assistant

Location: City of Schenectady, New York

About Us: Schenectady County Metroplex Development Authority (Metroplex) was established in 1998 as a public benefit corporation to oversee a comprehensive, coordinated program of economic development in Schenectady County, New York, with special emphasis on downtown Schenectady. Metroplex has leveraged local dedicated sales tax receipts to create over \$1.2 billion of long-term economic revitalization activity including new jobs, improved infrastructure, better quality-of-life services and attractions within the County. Metroplex oversees two industrial development agencies, a land bank, and a capital resource corporation as a unified economic development agency. Metroplex also owns and operates the downtown Schenectady parking system.

About the Role: Metroplex is looking for an entry-level problem solver. The motivated team player should be interested in growing in the field of economic development, public policy, and urban planning. The individual will collaborate with the Metroplex team to administer economic development activities including project planning and development, construction and contract oversight, compliance with local, and state regulations, and grant administration. The role will also provide administrative and operations support to the Executive Director and senior staff, including general office duties and management of the organization's parking infrastructure and property.

Required Qualifications:

- Ability to multitask and manage multiple project assignments including construction oversight, grant administration, property management, and public outreach.
- Experience or desire to learn project management, scheduling, and budget tracking.
- Strong written and verbal communication skills to develop and present project summaries and reports.
- Strong attention to detail, excellent organizational and technical abilities.
- Proficiency with MS Office Suite (Excel, Word, PowerPoint, etc.)
- A driver's license and transportation are required to conduct site visits and attend meetings throughout Schenectady County.

Education: A bachelor's degree from a wide variety of disciplines will be considered for this role including areas of study such as urban planning, public policy, business administration, etc. Master's degree preferred in related field.

Salary & Benefits: Salary range is \$57,500 to \$67,500 depending on experience and qualifications. Metroplex offers a competitive benefits package including medical/dental/vision insurance, enrollment in New York State retirement system, and paid time off. This is an in-office position, with limited remote working.

This position is open to all qualified applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, marital status, or status as a veteran. To apply, send a resume, cover letter, and three references, to David Hogenkamp, Executive Director dhogenkamp@schenectadymetroplex.org