



Environmental Facilities Corporation

KATHY HOCHUL
Governor

MAUREEN A. COLEMAN
President and CEO

POSITION ANNOUNCEMENT

Title: Program Coordinator

Division: Executive

Salary: \$61,423 - \$76,218

Location: Albany, New York

The New York State Environmental Facilities Corporation (EFC) provides access to low-cost financing, grants, and expert technical assistance to help eligible applicants undertake critical water quality infrastructure projects. We issue tax-exempt and taxable bonds in pooled and stand-alone public bond sales to help further this mission.

Minorities, people with disabilities, LGBTQ+, veterans, and women are encouraged to apply. EFC is committed to building and nurturing an inclusive workplace that strives for respect and promotes and values diversity. We believe that organizations that are diverse in age, gender identity, race, sexual orientation, physical or mental ability, ethnicity, and perspective, or any other trait that makes an individual unique, are proven to be better organizations. Please consider joining our team as we work together to build a welcoming workplace where employees recognize that their unique characteristics, skills, and experiences are respected, valued, and celebrated.

To support our employees, EFC provides an outstanding benefits package similar to those offered to New York State employees. Our total compensation package includes, but is not limited to, leave benefits (13 holidays and paid vacation, sick, and personal leave); a comprehensive health insurance program including medical, prescription drug, dental, and vision plans; and membership in either the NYS and Local Retirement System, which is a defined retirement plan, or the Voluntary Defined Contribution Program. Telecommuting may also be available, up to two days per week, after the initial training period, which is typically six months.

Position Description

Under the direction and supervision of the EFC Program Manager, the Program Coordinator will provide professional and administrative support by tracking the Corporation's project portfolio, analyzing data related to the New York State Drinking Water State Revolving Fund (DWSRF), identifying opportunities for process improvements, and managing special projects as assigned. Primary responsibilities

include coordinating with internal divisions within EFC and NYS Department of Health (DOH) – Bureau of Water Supply Protection (DOH) to collect and track project-specific data, acting as the DWSRF liaison for EFC and DOH with external entities, and drafting status reports.

Essential Duties

- Track and monitor projects using databases, spreadsheets, and other tools to produce standard reports and recommend tracking adjustments, as necessary.
- Create dashboards and visualizations to assist with decision-making and strategic planning.
- Manage the development of annual reports to comply with Federal and State laws, rules and regulations including drafting content, collecting and analyzing data from various divisions, overseeing approvals, and preparing reports for publication to the Corporation's website.
- Assist in the development and implementation of program related policies, procedures, and guidance documents and train staff in their implementation, as necessary.
- Identify process improvements to enhance productivity, efficiency, and effectiveness within internal divisions.
- Coordinate/facilitate and/or participate in meetings by developing content, preparing meeting documentation, developing scope documents, tracking timelines and developing status updates, communicating with team members effectively, and conducting follow-up to support various initiatives.
- Oversee corporate-wide initiatives by planning and organizing activities and tasks for staff engaged in the support of strategic priorities, as needed.

Qualifications

Four years of relevant experience in data analysis, project management, and policy development, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Knowledge/Skills

- Ability to compile and organize data and information, including the creation of tools to assist with data collection and analysis
- Familiarity with the use of office equipment including computers, copiers, and scanners
- Detail-oriented with strong organizational, planning, time management and problem-solving skills

- Proficiency in Microsoft Office products, data visualizations tools (i.e. Tableau), and the ability to work with a database
- Strong verbal and written communication skills and an ability to interact with people of diverse backgrounds and experiences in a professional manner
- Ability to work independently while managing multiple tasks with proficiency
- Experience working in a fast-paced environment with shifting priorities and deadlines
- Ability to develop and maintain common office filing systems and processes and adhere to departmental routines, and lead the information sharing and storage practices

Working Conditions and Physical Abilities

Work is performed in an office setting, with prolonged periods of sitting and fine manipulation skills required for computer use.

Application Requirements and Related Information

EFC encourages diverse applicants to apply and consider joining our team. Please submit cover letter and resume to humanresources@efc.ny.gov

In compliance with Public Law 99-603, candidates selected for appointment must provide an original copy of documentation proving citizenship and/or legal right to work within three (3) days of effective date of appointment.

It is the policy of the State of New York and EFC to provide for and promote equal opportunity employment, compensation, and other terms and conditions of employment without discrimination on the basis of age, race, color, religion, physical or mental ability, national origin, gender, sexual orientation, veteran or military service member status, marital status, domestic violence victim status, genetic predisposition or carrier status, or arrest and/or criminal conviction record unless based upon a bona fide occupational qualification or other exception.

It is the policy of EFC to provide qualified persons with disabilities an equal opportunity to participate in and receive the benefits, services, programs and activities of EFC, and to provide such persons reasonable accommodations and reasonable modifications as are necessary, to enjoy such equal opportunity, including accommodations in the recruitment process. Further, it is the policy of EFC to provide reasonable accommodation for religious observers.

It is the policy of EFC to provide reasonable accommodation to ensure effective communication of information to individuals with disabilities. If you need an auxiliary

aid or service to make this information available to you, please contact EFC's Human Resources Office at (518) 486-9267.

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide their current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Office of Employee Relations at (518) 474-6988 or via email at info@oer.ny.gov.