

**Program Manager – Part time**

Job Summary: The FLEDC is seeking a proactive, detailed oriented professional to assist in managing our current loan and tax incentive programs including maintaining and reporting on all documentation needed to comply with Company and State requirements.

Primary responsibilities include but not limited to: Collecting and analyzing required annual company reports including current employment information, maintaining and updating all necessary documentation to Agency websites and State databases.

The individual must have exceptional organizational skills and a strong attention to detail. Proficiency in MS Office, especially excel, is a must.

This is a part-time, 10 hour per week, position.

Interested applicants should send resume to [info@fingerlakesedc.com](mailto:info@fingerlakesedc.com). Position will remain open until filled.

*Qualified applicants will receive consideration without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, gender expression, protected veteran status, disability, or any other characteristic protected by law.*