

<b>Job Title</b>	Executive Assistant
<b>PVN ID</b>	VA-1611-001511
<b>Category</b>	Clerical/Office Services
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	CUNY-PDI
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$50,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Dec 16, 2016 (Or Until Filled)

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## General Description

The New York Early Childhood Professional Development Institute is an innovative public/private partnership that brings together city and state agencies, private funders and the City University of New York to tackle some of the biggest challenges facing New York's early childhood workforce. The mission of the PDI is to insure that all New York's young children have access to excellence by working to secure opportunities for all those who work with young children to be dedicated, educated, trained and well-compensated.

Under the direction of the Executive Director and exercising independent judgement the Executive Assistant will support the leadership team and will manage the organizational needs of the office of the Executive Director (ED). The successful candidate will provide coordination and management support to the ED's work and special projects. The Executive Assistant will be motivated, detail-oriented, and an enthusiastic individual with the ability to take initiative, use sound judgement, and exercise discretion and tact.

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## Other Duties

- Compile information and research from a wide variety of diversified sources for the purpose of contributing to and preparing reports and other critical communications tools.
- Prepare a wide variety of complex written materials (e.g. correspondence, agendas, minutes, event programs, bulletins, etc.) for the purpose of serving the needs of the organization.
- Coordinate projects, activities, and/or events to maximize the effectiveness of the organization.
- Maintains manual and electronic documents, files, and records (information databases, etc.) for the purpose of providing current information and/or historical reference to assist with project management.
- Support the unit's social media needs and activities.

- Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the Executive Director's office.

## Qualifications

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- Master's degree in early childhood education, organization management, non-profit management, or a related field.
- At least 3 years related experience.
- Excellent oral and written communication skills
- Excellent organization and management skills, with exceptional attention to detail and follow-through.
- Strong technical skills including a high competency level with social media.
- Ability to work with respect and sensitivity to a diverse staff and client base.
- Strong work ethic, high degree of professionalism, and personal integrity with an understanding of the need to maintain confidentiality, safeguard information, and handle documents with sensitivity.
- Proficiency in a second language is desired.
- Ability to work independently and as part of a team.
- Ability to work well with all levels of the University, as well as external partners, clients, and vendors.

**THE RESEARCH FOUNDATION OF THE CITY UNIVERSITY OF NEW YORK IS AN EQUAL OPPORTUNITY/ AFFIRMATIVE ACTION/AMERICANS WITH DISABILITIES ACT, E-VERIFY EMPLOYER**

**How to apply**

**Please submit your cover letter and resume.**