
Job Title	Project Associate, QUALITYstarsNY
PVN ID	VA-1611-001519
Category	Instruction and Social Service
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	CUNY-PDI
Status	Full Time
Annual Salary	\$55,000.00
Hour(s) a Week	35
Closing Date	Jan 09, 2017 (Or Until Filled)

General Description

The **NY Early Childhood Professional Development Institute** is a fast-paced, dynamic public/private partnership that works to ensure that all early childhood practitioners have access to a comprehensive system of professional development. The ideal candidate will be a productive member of our team and will possess a genuine interest in furthering the work of the organization.

The Project Associate will provide key support in the implementation of the Institute's QUALITYstarsNY project. S/he will work closely with all members of QUALITYstarsNY's central office staff to support daily operations, both for the central office and Quality Improvement Specialist staff working directly with programs. The Project Associate will be responsible for creating and managing content across a variety of platforms, such as the QUALITYstarsNY website, and ensuring consistency of branding and messaging. The Project Associate will report to the QUALITYstarsNY Project Director and Assistant Director and collaborate closely with different members of the team to assist in achieving short and long terms goals.

Other Duties

Communications with external audiences

- Analyze data related to QUALITYstarsNY processes and operations; identify challenges and areas for growth and efficiency; present recommendations to managers; spearhead efforts to implement recommendations; evaluate efficacy of strategy and make adjustments, as needed.
- Support all managers to document processes and make key information accessible to stakeholders, including QSNY and Institute staff, as well as participating programs.
- Respond to email inquiries and requests from a variety of channels.
- Support Quality Improvement Specialists in recruitment and orientation activities as well as advocacy

efforts.

- Assist in gathering and analyzing targeted data and developing reports for internal and external audiences.
- Assist in developing and disseminating marketing and educational materials or otherwise overseeing the work of subcontractors to develop the necessary materials
- Ensure consistency of branding and messaging across all communications, such as on the website, social media platforms and in presentations.
- Identify and pursue opportunities for QUALITYstarsNY to increase its exposure.
- Coordinate details related to QUALITYstarsNY's presence and participation at conferences and events, including soliciting proposals, coordinating topics and reviewing presentation content for quality.
- Participate in team meetings and strategic planning discussions

Undertake additional assignments at the discretion of the project managers as well as the Executive Director and Deputy Director.

Qualifications

Minimum requirements for the position:

- Bachelor's degree
- At least 3 years of experience in similar work; early education or child development-related is preferred.
- Experience writing advocacy-related communications, with the ability to craft concise and compelling data-informed messages
- Excellent oral and written communication skills
- Excellent organization and presentation skills
- Project management experience; working with multiple partners and coordinating projects from start to finish.
- Experience using data to inform decision making
- Experience with various social media channels
- Experience working as part of a problem-solving team.
- Proficiency in Microsoft Office (Excel, Word, and PowerPoint) design.
- *Experience using design software such as InDesign, Adobe Illustrator or Photoshop is highly preferred*
- *Bilingual in Spanish is preferred.*

In addition to meeting the minimum requirements, the Project Associate position also calls for someone who possesses the following qualities:

- Genuine interest in understanding and analyzing data analysis to inform decisions and strategies
- Good listener, flexible thinker, team player
- Flexibility and enthusiasm for multi-tasking
- A sense of humor

Salary: \$55,000 – 65,000 commensurate with qualifications and experience.

Please submit your cover letter, resume and 3 brief (1-2 pages) original writing samples exemplifying your communications aptitude.

Your writing samples should include at least one advocacy-related communication. Other samples can include a newsletter, memo, social media post, email campaign, letter, etc.

Application deadline: ASAP—The position will remain open until the position is filled.

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