

Job Title	Project Assistant
PVN ID	VA-1704-001774
Category	Clerical/Office Services
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	CUNY-PDI
Status	Part Time
Annual Salary	\$20.00
Hour(s) a Week	0.00
Closing Date	May 22, 2017 (Or Until Filled)

General Description

The Informal Family Child Care Project (IFCC), a project of the New York Early Childhood Professional Development Institute at the City University of New York (CUNY) works to elevate the quality of care and education for children in home-based (family child care) settings in New York City by assessing and supporting providers' needs and increasing their skills and capacity through comprehensive professional learning and support opportunities.

The Institute is a dynamic public-private partnership that works to ensure that all early childhood practitioners have access to a comprehensive, high-quality system of professional development.

Position Description

The Informal Family Child Care Project (IFCC) will hire a skilled, enthusiastic part-time Project Assistant. Working closely with project staff and reporting to the IFCC Project Coordinator, the Project Assistant is responsible for supporting IFCC's outreach, communications and administrative needs. The incumbent will be fluent in spoken and written English and Spanish and will have specific knowledge of, experience in and be responsible for conducting outreach, including receiving and making calls to recruit for IFCC events, and administrative functions, including data entry and event preparation and staffing.

This position is available immediately.

Summary

IFCC designs and delivers professional learning and support opportunities for home-based child care providers at community-based locations throughout the five boroughs of New York City. The Project Assistant will be a

key member of the IFCC project team, providing critical support for IFCC's outreach efforts and administrative support to program staff.

Other Duties

- Work with program staff to conduct outreach for IFCC events, including but not limited to: mailings, responding to inquiries on the IFCC phone line and e-mail account, conducting outreach and recruitment to prospective participants
- Assist in tracking program data, including collecting and entering data
- Assist in the preparation and staffing of program events.
- Other duties as assigned.

Qualifications

- Ability to communicate effectively and confidently in English and Spanish preferred.
- Ability to work independently and in a team environment
- Desire and ability to work with diverse populations
- Ability to handle multiple tasks simultaneously with a high level of competence
- Previous work experience in a fast-paced environment is highly desirable
- Excellent organizational skills
- Computer skills including use of MS Office
- Excellent written and oral communication skills
- Ability to work a flexible schedule, including evenings and Saturdays.

Salary

The Project Assistant is a part-time position (20 hours a week) based at the IFCC location in Brooklyn, starting immediately and ending in September 2017, with the option to continue through June 2018. Occasional evening and Saturday may be required.

\$20/hour

To apply

Please submit a cover letter and resume with your application.

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