

Job Title	Project Associate
PVN ID	VA-1806-002539
Category	Administrative Services
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	CUNY PDI
Status	Full Time
Annual Salary	\$40,000.00 - \$45,000.00
Hour(s) a Week	35
Closing Date	Jan 18, 2019 (Or Until Filled)

General Description

QUALITYstarsNY is a voluntary quality rating and improvement system that is designed to increase quality in early childhood centers, schools, and family homes throughout New York State. The implementation of QUALITYstarsNY is coordinated by the New York Early Childhood Professional Development Institute at the City University of New York. The Institute is a fast-paced, dynamic public/private partnership that exists to drive the excellence of services designed for young children through research, policy, and practice. The ideal candidate will be a productive member of our team and will possess a genuine interest in furthering the work of the organization.

Position Description: QUALITYstarsNY is looking to hire 1 full-time Project Associate to work at the Institute's central office location in Brooklyn, NY. This is a one-year temporary position, with the potential to become permanent dependent on funding.

Reporting to QUALITYstarsNY's Project Director and Assistant Director, the Project Associate will provide operational support to staff and early childhood programs through administrative, budgetary and communications-related tasks.

Other Duties

- Build and maintain relationships with participating programs through effective customer service support. Prioritize, route, track and solve issues using a web-based ticketing platform and respond to inquiries via telephone and email.
- Assist in the development and maintenance of an online Help Center for staff, early childhood programs and the general public.
- Coordinate outreach and recruitment efforts for potential programs by scheduling events, creating flyers,

handling e-blasts and mailings, and making telephone calls.

- Plan logistics for meetings, events, trainings and conferences, including securing space, ordering food, coordinating audio-visual equipment needs, and booking travel and lodging as needed. Coordinate logistics for exhibiting at events and conferences.
- Assist in advocacy efforts by creating materials, such as infographics and petitions, handling e-blasts and mailings, and coordinating events for programs, community partners and legislators.
- Assist the Project Director in administrative tasks such as drafting correspondences, generating reports, organizing files, and calendar management.
- Support the Sr. Project Assistant in budgetary tasks such as tracking accounts payable and expense reimbursement.
- Maintain inventories for office supplies, audio-visual equipment and promotional items.
- Oversee translation of documents, website content and social media content from English to other languages.
- Complete additional assignments at the discretion of the Institute's Executive, Deputy or Project Directors.

Qualifications

Minimum requirements for the position:

- A Bachelor's degree.
- At least 3 years of project management or administrative experience. Prior experience in the early childhood field is preferable.
- Excellent interpersonal skills with strong oral and written communication skills.
- Highly organized with attention to detail.
- Ability to work independently with minimal supervision.
- Proficiency in Microsoft Office (Word, Excel and PowerPoint) and general fluency with various technology tools and platforms.
- Ability to use or learn an online communications ticketing system.
- Ability to use or learn email-marketing tools.

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

- Flexible and innovative thinker.
- Strong relationship-building skills, including a sense of humor.
- Takes initiative and collaborates well in teams.
- Comfort with competing and changing priorities.
- Interest in education and state systems building work.
- Bilingual ability in Spanish is preferred.

Please submit your cover letter and resume.

Application deadline: The position will remain open until it is filled.

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