

Job Title	Early Childhood Project Manager: Staten Island
PVN ID	VA-1812-002856
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Office of Academic Affairs
Status	Part Time
Hourly Rate	\$38.00
Hour(s) a Week	28.00
Closing Date	Mar 25, 2019 (Or Until Filled)

General Description

MISSION

All young children in New York should have access to the highest quality services across sectors, locations, and professions. The New York Early Childhood Professional Development Institute, housed at the City University of New York, 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.

GENERAL DESCRIPTION

As the backbone of a collective impact effort on the North Shore of Staten Island, the Institute is seeking a Project Manager to implement the day-to-day activities necessary to coordinate and drive interagency efforts. This position will work closely with the Project Director, as well as Institute staff and the various committees, stakeholders, and partners involved in the collective impact project. The project's work will take place primarily on the North Shore of Staten Island.

Other Duties

The Project Manager will be responsible for the following:

- Under the guidance of the Project Director, co-facilitate work group and other committee meetings, including developing agendas and materials to drive group discussion and decision making aimed toward implementing actionable ideas; assemble and use data, case studies, and other facilitation tools to help groups gain consensus on a path forward; and support community partners in aligning their activities to the effort's strategies and goals
- Support community engagement and communication activities, including developing a community engagement and communication plan under the guidance of the Project Director; create agendas and

materials for community engagement activities; support the creation of updates and communication materials for various audiences; coordinate with other early childhood efforts

- Identify data needed by project stakeholders to make decisions; conduct research, analyze, and create materials appropriate for diverse audiences; ensure that the data system(s) used is (are) responding to the needs of work groups to understand problems and take action, as well as learn and improve
- Build internal infrastructure while implementing daily operations tasks
- Create agendas and materials for Steering Committee meetings
- Build partnerships with relevant community organizations and serve as a representative of the collective impact initiative in the community, effectively communicating the initiative's vision, goals, and strategies to relevant stakeholders and partners
- Attend staff meetings and trainings as required
- Perform special projects and other duties as assigned.

Please submit your cover letter and resume with your application

Qualifications

Minimum Qualifications

- 5+ years in a community nonprofit organization, government agency, or similar
- Experience working with cross-sector, diverse stakeholder groups to achieve outcomes
- Demonstrated success working with teams to achieve stated outcomes
- Understanding of early care and education and dedication to improving outcomes for families
- Ability to carry out work in a fast-paced, responsive environment with minimal supervision of day-to-day work
- Experience in implementing operational systems and developing effective communications tools
- Excellent public speaking and writing skills, as well as analytical and critical thinking skills
- Ability to adjust priorities and planning in response to evolving needs

Preferred Qualifications

- Master's Degree in early childhood education, public administration, or a related field preferred.
- Experience coordinating community-based efforts and initiatives

Physical Requirements

- This position operates in a professional office environment. This role routinely uses standard office equipment such as personal computers, laptops, tablets, smart phone, photocopiers, filing cabinets and other presentation materials

- Ability to travel to other CUNY sites as needed.

EEO Info

We are committed to enhancing our diverse academic community by actively encouraging people of all race, color, religion, gender, gender identities or expressions, sexual orientation, national origin, genetics, disabilities, age, or protected veteran status to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. CUNY is an EEO/AA Employer.