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<b>Job Title</b>	Project Coordinator. Albany NY based
<b>PVN ID</b>	VA-1905-003073
<b>Category</b>	Instruction and Social Service
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	Office of Academic Affairs
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$75,000.00 - \$78,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Sep 30, 2019 (Or Until Filled)

## General Description

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### MISSION

Children need to spend their most critical years with dedicated, educated, trained, and well-compensated individuals in order to thrive. The New York Early Childhood Professional Development Institute leads the work to establish and implement an early childhood workforce system to ensure funding, standards and competencies, career development resources, qualifications and credentials, professional development (training and strengths-based coaching), and program quality assurance and improvement for individuals who work with young children throughout New York. Housed at the City University of New York, the Institute is a fast-paced, dynamic public/private partnership that is committed to the early childhood workforce across New York State.

### GENERAL DESCRIPTION

The Project Coordinator will oversee and administer critical components of the implementation of the PDGB-5 (Preschool Development Grant Birth to Five) Grant project as it relates to the Early Childhood Advisory Council (ECAC), workforce, quality, and related deliverables.

The Coordinator will be based in Rensselaer (near Albany) at the Council on Children and Families. The position will involve frequent written and oral communications with a wide variety of people, including the co-chairs of the ECAC, executive and management staff, co-workers, program and administrative staff, representatives of businesses and organizations, elected and appointed officials and their staff, and the general public. Periodic travel to NYC and throughout the rest of the state is required.

This is a federally-funded grant position through December 2019 with a strong possibility for continued funding after Dec. 2019. Salary will be pro-rated based on the length of this project.

### DUTIES AND RESPONSIBILITIES

## **Project Management and Monitoring**

- Support the ECAC Co-Chairs in the daily operations of the ECAC.
- Coordinate ECAC activities with the Preschool Development Grant activities.
- With the ECAC Co-chairs, author ECAC reports, progress on the ECAC strategic plan and informational briefs on timely policy issues and other research synthesis documents.
- Coordinate ECAC focus area work plans with the focus area co-chairs.

## **Administration and Reporting**

- Schedule meetings, maintain calendar, attend conferences, arrange convenings, and assemble and coordinate background materials.
- Attend and present at meetings and conferences and prepare meeting summaries, as needed.
- Coordinate activities related to parent involvement in the ECAC.

## **Communication and Partnerships**

- Maintain the ECAC website and other social media efforts.
- Regularly communicate to ECAC membership and the early childhood field.

## **Other Duties**

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### **Other**

- Other relevant tasks as assigned

## **Qualifications**

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### **Core Competencies**

- Extensive knowledge of early childhood field, as evidenced in areas of study or employment.
- Strong organizational, writing, oral, and interpersonal skills.
- Ability to collaborate as well as lead a team to accomplish work.
- Ability to organize, prioritize tasks and meet deadlines.
- Ability to exercise leadership.
- Ability to work effectively with staff, partners, and external
- Ability to exercise intellectual leadership in resolving issues and to re-conceive and bring to the attention of the ECAC Co-chairs opportunities for redirecting project activities, if
- Ability to communicate effectively with a range of people.

- Ability to listen and respond to the concerns/ideas of others.

### **Minimum Qualifications**

- Master's degree in early childhood or a related field
- Six years of experience or equivalent working in areas related to early childhood, family supports and services, health care, mental health, and/or education-related public policy

### **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
- While performing these duties, the employee is required to perform physical activities such as, but not limited to, lifting items (up to 20 pounds), bending, reaching, sitting for prolonged periods of time.
- Ability to travel around the state as needed.

### **How to Apply**

- Please provide a resume and cover letter detailing your interest in and qualifications for the position.

### **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.