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<b>Job Title</b>	Early Childhood Career Development Coordinator (Long Island)
<b>PVN ID</b>	VA-1910-003336
<b>Category</b>	Managerial and Professional
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	Office of Academic Affairs-PDI
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$65,000.00 - \$70,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Dec 26, 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 Institute operates the Career Development Center, which provides comprehensive career development services to all current and aspiring early childhood professionals. The Center's services include academic planning and advisement, career and vocational assessment and planning, teacher certification supports, professional development opportunities through the Early Childhood Leadership Initiative, and higher education opportunities in partnership with the CUNY School of Professional Studies. The New York Early Childhood Professional Development Institute launched a Leadership Initiative in 2017 aimed at strengthening current early childhood leadership and management as well as to identify and support the development of future early childhood leaders.

The Institute will replicate the Career Development Center and the Leadership Initiative on Long Island in 2019. The Career Development Coordinator will be responsible for implementing both projects on Long Island, based on the models created and refined by the Institute. The Coordinator will work closely with a local partner agencies to engage stakeholders, recruit members, identify local professional development resources and

leadership needs, and craft appropriate and effective responses to those needs. This position will be based in Nassau County, and the projects will serve both Nassau and Suffolk Counties.

The Coordinator will report to the Institute's Director of Career Development and Higher Education, mostly remotely, to coordinate a system of career development supports for individuals in the pursuit of a career in early childhood. The Coordinator will also work closely with the local partner organizations to refine the project models and services to meet local needs.

Equipped with a wide range of experience in the field, the ideal candidate will have intimate knowledge of the professional development needs of the early childhood workforce, with particular focus on early childhood leadership, and in their region specifically. Knowledge of the academic and professional development resources available in their community and region is also an important aspect of the role.

## **DUTIES AND RESPONSIBILITIES**

### **Career Development**

- Conduct local needs assessments and lead the design, coordination, implementation, and evaluation of career development supports and services relevant to aspiring and current early childhood educators and leaders based on the Career Development Center model, including teacher certification, test preparation, and job search in the region
- Provide career development supports and services to participants in their region.
- Provide dynamic and collaborative direction to the development and piloting of new initiatives as they become appropriate for inclusion in the project's work

### **Leadership Initiative**

- Lead and organize the Leadership Initiative planning process and serve on the Institute Leadership Initiative team
- Recruit individuals and assess their needs to maximize their participation in Initiative activities.
- Identify qualified coaches and mentors to support the Initiative
- Create professional development programming for current and future early childhood leaders
- Organize the Leadership Initiative advisory board and provide training
- Assist with additional fundraising efforts for the project

### **Data Collection and Analysis**

- Collect and analyze participant and needs assessment data to inform, adjust and strengthen supports and services to remain responsive and relevant to regional needs
- Collect and analyze participant data to contribute to reports and proposals

### **Communications and Partnerships**

- Create and facilitate partnerships with local stakeholders – institutions of higher education, early childhood providers, local school district, child care and education funders and agencies, workforce development agencies or initiatives

## Other Duties

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- Attend staff meetings and trainings as required.
- Perform special projects and other duties as assigned.

## Qualifications

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### CORE COMPETENCIES/QUALIFICATIONS

#### Minimum Qualifications

- Master's degree in Early Childhood Education or a relevant field of study
- At least 8-10 years of leadership experience in the field of early childhood education or a comparable field or work, with some experience helping professionals build competency in teaching skills through mentoring, training, staff development, coaching, career counseling, etc.
- Familiarity with the structure and dynamics of higher education, early childhood workforce qualifications and the NYS teacher certification process
- Demonstrated skill in project management with excellent analytical, organizational and management
- Demonstrated ability to work with underserved populations and people of all ages.
- Experience helping professionals build competency in leadership skills through training, staff development, coaching, etc.
- Strong managerial, supervisory and interpersonal skills
- Ability to develop and sustain successful collaborative partnerships, working with a diverse group of stakeholders that includes colleagues and external partners
- Experience managing budgets
- Excellent oral and written communication skills
- Strong knowledge base in both child and adult development
- Availability during evenings to attend associated/sponsored events
- Some availability during weekend hours

#### Preferred Qualifications

- Fundraising experience

#### 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 40 pounds), bending, reaching, sitting for prolonged periods of time.
- Ability to travel to other sites across Long Island as needed.

### **How to Apply**

Provide a resume and cover letter specifying your qualifications/experience relevant to this 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.