
Job Title	Early Childhood Career Coordinator
PVN ID	VA-2001-003461
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Office of Academic Affairs - NY Early Ch
Status	Full Time
Annual Salary	\$65,000.00 - \$65,000.00
Hour(s) a Week	35
Closing Date	Feb 18, 2020 (Or Until Filled)

General Description

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 Career Development Center (CDC) supports individuals who are entering or are in the early childhood workforce. The CDC provides information, resources, initiatives and advisement for college planning, State certification and credentialing, career development and career progression. Reporting to the Director of Career Development and Higher Education, the Career Coordinator will support the leadership and manage the organizational needs of the Career Development Center as well as lead services, including but not limited to career advisement within the Career Center. The Career Coordinator will be motivated, detail-oriented, and an enthusiastic individual with the ability to take initiative, use sound judgement, and exercise discretion and tact.

DUTIES AND RESPONSIBILITIES

Career Advising

- Meet with early childhood professionals in small groups and one-on-one for needs assessment, advisement, and support.

- Compile information and research from a wide variety of diversified sources for the purpose of contributing to and preparing reports and other critical communications tools.
- Facilitate internal and external communications including, but not limited to, managing central program e-mail and hotline calls, providing access to resources, and technical assistance.
- Prepare a wide variety of written materials (e.g. correspondence, agendas, minutes, event programs, bulletins, etc.).
- Develop workshops and present to small groups based on identified needs from early childhood professionals.
- Maintain manual and electronic documents, files, and records (information databases, etc.) to provide current information and/or historical reference to assist with project management.
- Support the unit's social media needs and activities in coordination with Institute staff.

Program and Project Management

- Support off-site career center coordinators and advisors.
- Provide guidance, support, and supervision to other Career Advisors in coordination with the Director.
- Coordinate team meetings.
- Manage the team's local and statewide event calendar; lead coordinators and advisors through planning and implementation of events.
- Lead the career center career and college fairs, including planning, recruitment and implementation.
- Manage the logistics of the career center conferences and other events in conjunction with the Project Associate.
- Provide back-up administrative support as needed for the Career Development Center.

Other Duties

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

Qualifications

CORE COMPETENCIES/QUALIFICATIONS

Minimum Qualifications

- Bachelor's degree in early childhood education, organization management, non-profit management, or a related field
- Early childhood background/experience
- Ten years of related experience.
- Experience coordinating multiple projects and event planning.

- Familiarity with the structure and dynamics of Higher Education and the NYS teacher certification process
- Demonstrated ability to work with underserved populations and people of all ages
- Ability to work effectively with staff, associates, and internal and external constituents.
- Ability to work with diverse ethnic and cultural organizations and individuals.
- Strong work ethic, high degree of professionalism, and personal integrity with an understanding of the need to maintain confidentiality, safeguard information, and handle documents with sensitivity.
- Demonstrated ability to multi-task and handle the variable workflow of a busy office environment.
- Positive attitude, flexible and creative approach to problem solving.
- Knowledge of major office computer hardware and software applications including but not limited to Word, Excel, Publisher, and PowerPoint.
- Strong reading, written, and oral communication skills required.
- Availability during evening and weekend hours

Preferred Qualifications

- Experience in the higher education field
- Proficiency in a second language
- Individuals with graduate work towards a Master's degree will be given preference.

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 as needed.

How to Apply

Provide a resume and cover letter specifying your qualifications, experience, and interest relevant to this position.

EEO Info

We are committed to enhancing our diverse academic community by actively encouraging people of any race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetic information, disability, 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.