
Job Title	Family Engagement Specialist
PVN ID	VA-2002-003538
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	\$75,000.00 - \$78,000.00
Hour(s) a Week	35
Closing Date	Apr 14, 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 Family Engagement Specialist will be responsible for engaging families and establishing and overseeing the implementation of a Parent Advisory Council (PAC) to advise the Early Childhood Advisory Council and others. The position also will be responsible for organizing an annual statewide Parent Leadership Conference to provide an opportunity to create and sustain peer-to-peer networks that support information exchange and the development of leadership and advocacy skills among families, with an emphasis on reaching vulnerable populations, including families with English as a second language and families with children with disabilities. Follow-up with parents who attend the conference will also be required. In addition, the Specialist will attend local implicit bias and culture and equity trainings and focus on helping identify parents across geographic regions and culturally and linguistically diverse communities to participate on the PAC and to build a peer-to-peer network to support parent and family engagement.

The position will be located in Rensselaer (near Albany) at the New York State 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 Early Childhood Advisory Council, 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 2022. This position will report to the co-chairs of the New York Early Childhood Advisory Council.

DUTIES AND RESPONSIBILITIES

Policy Development and Advising

- Create policies and procedures to embed family engagement in government decision-making processes.
- Establish and implement a Parent Advisory Council to advise the Governor's Early Childhood Advisory Council and other early childhood policymakers.

Communications and Event Planning

- Engage and facilitate the involvement of parents and families in early childhood policymaking.
- Develop and implement an effective communication plan among early childhood agencies and community-based organizations, including family-led organizations and families to augment parent/family voice.
- Oversee the annual statewide Parent Leadership Conference and follow-up to the Conference.

Other Duties

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- Participate in opportunities for professional development, including attending implicit bias and culture and equity trainings.
- Attend staff meetings and other trainings as required.
- Perform special projects and other duties, as requested.

Qualifications

CORE COMPETENCIES/QUALIFICATIONS

Minimum Qualifications

- Advanced degree in early childhood, health care, mental health, education and/or public policy.
- 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.

Preferred Qualifications

- Bilingual Spanish speaker.

Core Competencies

- Demonstrated experience with community outreach and collaborative leadership.

- Demonstrated leadership ability.
- Thinks and acts in ways that respect ethnic, cultural and language diversity.
- 3+ years of experience as an advocate for children and parents, particularly those representing vulnerable populations.
- Ability to organize and prioritize tasks.
- Ability to listen and respond to the concerns/ideas of others and to communicate effectively with a range of people, including community members, families and policymakers.
- Well-versed in the use of various software programs, including MS Word, Excel, PowerPoint.

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 around the state as needed. In addition, this position will be required to travel to at least two out-of-state conferences, one in April and one in November.
- Valid NYS driver's license is required.

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 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.