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<b>Job Title</b>	Project Associate, Early Childhood Career Development Center
<b>PVN ID</b>	VA-2009-003713
<b>Category</b>	Clerical/Office Services
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	Office of Academic Affairs - NY Early Ch
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$50,000.00 - \$50,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Dec 02, 2020 (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 Early Childhood 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 Project Associate will support the leadership and manage the organizational needs of the Career Development Center and its projects such as the Leadership Initiative and its regional satellites. The Project Associate will be motivated and detail-oriented, with the ability to take initiative, demonstrate creativity, use sound judgement, and exercise discretion and tact.

### DUTIES AND RESPONSIBILITIES

#### Program Support (65%)

- Project administration assistance for the Career Development Center. 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, flyers, email blasts etc.).
- Coordinate projects, activities, and/or virtual and face to face events.
- 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.
- Assist with client intake for various initiatives

### **Purchasing and Expense Tracking (25%)**

- Make purchases and process invoices and reimbursement requests for assigned projects.
- Process purchase orders for publications.
- Monitor assigned budgets and report status of budgets to Budget and Administrative Manager on a periodic basis.
- Create Fee for Service transaction and registration links
- Maintain Fee for Service activities data for budgeting and registration notifications

## **Other Duties**

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### **Other Duties (10%)**

- 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**

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

## **Preferred Qualifications**

- Experience in the early childhood, higher education field, or career and workforce development
- Proficiency in a second language
- Proficiency with Microsoft 365 (Teams), Mailchimp
- Knowledge of Zendesk or other Call Center management platform

## **Physical Requirements**

- **NOTE:** The Institute is currently working remotely due to the COVID-19 pandemic. Some of the job duties will be modified to account for this change. The Project Associate will be provided with a laptop in order to be able to carry out the necessary duties remotely.
- The location of the position in the future will operate in a professional office environment in Brooklyn, NY. This role routinely uses standard office equipment such as personal computers, laptops, tablets, smart phone, photocopiers, filing cabinets and 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 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.

