

<b>Job Title</b>	Project Coordinator
<b>PVN ID</b>	VA-2012-003791
<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 - NY Early Ch
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$61,200.00 - \$65,500.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Feb 09, 2021 (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 is working with a team of City agencies to support the adoption of a new online attendance tracking system for child care programs and providers. The Institute will be training approximately 8,000 programs and providers who serve children with ACS child care vouchers on the new system with a self-guided training and virtual face-to-face webinars. In addition, the Institute will also provide technical assistance on how to use the new tracking system. We are looking for a full-time Project Coordinator to work with Institute staff and a team of trainers to create, test and prepare the training and training delivery system, as well as work with the main Project Manager to facilitate the Institute's deliverables and timeline.

This position will report to the Director of the Informal Family Child Care Project and the Deputy Executive Director. This is a full-time, temporary position, currently funded through June 2021, but expected to extend past that date.

### DUTIES AND RESPONSIBILITIES

## **Project Coordination (55%)**

- Organize and carry out the work of the Institute's project team, working with trainers and senior management as well as city agencies including Administration for Children's Services, Department of Education and Department of Social Services.
- Be an active and productive member of the multi-organization project teams, including technical, training, communications, and other workflows. Work closely with the project consultant to ensure that Institute roles and deliverables are being met.
- Work with project team for training event registration, data collection, and data reporting.

## **Training Development and Implementation, Technical Assistance (40%)**

- Develop one or more trainings for programs and providers to gain access and successfully use the new online attendance tracking system.
- Analyze and support the external team creating the attendance tracking system materials for users – quick guides, short videos, etc., which the Institute will use for their training.
- Work with internal and external teams to determine what platform(s) and structure the training will have.
- Coordinate event registration and implementation with the team of trainers and Institute staff.
- Implement a technical assistance “warm” line and coordinator with other support services across agencies.
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## **Other Duties**

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### **Other Duties – 5%**

- 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**

- 3+ years project management and coordination experience – managing work plans, timelines, and deliverables
- Experience with data tracking and reporting using Excel and/or other project management tools
- Experience developing trainings for adult learners on adopting new web-based technologies and systems, especially with an audience that has a range of comfort with technology
- Strong interpersonal, written, and verbal skills with the ability to communicate effectively
- Bachelor's degree in business administration, social work/case management, human resources, or other related field

#### **Preferred Qualifications**

- Experience with creating communications materials for the adoption of new technologies and online systems.
- Bi-lingual Spanish.
- Customer service experience.

### **Physical Requirements**

- Due to the COVID-19 pandemic, this position currently is a remote (work-from-home) position. Laptop and personal mobile device will be provided to support working remotely. The location of the position in the future will operate 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. Reasonable accommodations will be made for employees with disabilities or other needs per RFCUNY policies.
- While performing these duties, the employee is required to occasionally perform physical activities such as, but not limited to, lifting items (up to 30 pounds), bending, reaching, sitting for prolonged periods of time.
- Some nights and weekend availability will be required.

### **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.*