

<b>Job Title</b>	Training Project Associate
<b>PVN ID</b>	VA-2101-003817
<b>Category</b>	Instruction and Social Service
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$30.00
<b>Hour(s) a Week</b>	19.00
<b>Closing Date</b>	Jul 21, 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 part-time Training Project Associate to work with Institute staff and a project team to create, test and track the training delivery system, as well as work with the Project Coordinator to facilitate the Institute's deliverables and timeline.

This position will report to the Project Coordinator. This is a part-time, temporary position, currently funded through June 2021, but expected to extend past that date.

### DUTIES AND RESPONSIBILITIES

#### Project Support

The Associate will:

- Support implementation and tracking of virtual training in web-based attendance reporting system to early childhood programs and home-based child care providers
- Assist in the collection of data about training
- Assist in providing technical assistance on accessing and completing training
- Assist in production of periodic statistical reports
- Work collaboratively with project team to develop and implement training delivery system

## Other Duties

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- Participate in project planning and management meetings as required.
- Perform special projects and other duties as assigned.

## Qualifications

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### Minimum Qualifications

- 3+ years data, event, and/or project management experience
- Experience with data tracking and reporting using Excel and/or other project management tools
- Bachelor's degree in business administration, social work/case management, human resources, or other related field
- Strong organization and project management skills
- Ability to work independently and collaboratively in a fast-paced, dynamic work environment and adapt to changing situations and priorities
- Excellent communication skills
- Some evening and weekend availability will be required

### Preferred Qualifications

- Bilingual 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.

### 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 expressions, 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.