
Job Title	Early Childhood Business Development Trainer
PVN ID	VA-2102-003882
Category	Instruction and Social Service
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS

Department

Status	Part Time
Hourly Rate	\$65.00
Hour(s) a Week	10.00
Closing Date	Jun 29, 2021 (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 Institute, through its work with the Staten Island Alliance for North Shore Children and Families, as well as the QUALITYstarsNY project, is seeking a Business Development Trainer to support the business and financial practices of home-based child care providers on Staten Island. This will consist of two 2-hour training sessions on budgeting and financial reporting and management to a group of 10 home-based family child care providers on Staten Island. In addition, the Trainer will provide two hours of individualized technical assistance to each of the ten participants.

DUTIES AND RESPONSIBILITIES**Training Facilitation**

The Trainer will:

- Prepare and deliver two 2-hour trainings:
 - Budgets, Projections, and Planning: building a budget and understanding business costs and revenues; planning for the future.

- Financial Reports and Internal Controls: using financial reports to manage a program's finances, planning strategically for the future
- Individualized technical assistance: two hours of TA for each participant to implement the knowledge learned in the two trainings.

Other Duties

Qualifications

Minimum Qualifications

- 3+ years experience facilitating training, especially technical training
- Experience working with diverse populations
- Excellent communication skills and ability to motivate people
- Experience facilitating training for adult learners on adopting new web-based technologies and systems, especially with an audience that has a range of comfort with technology
- Master's degree in early childhood education or other related field
- Some evening and weekend availability will be required

Preferred Qualifications

- Bilingual Spanish speaker
- Experience designing and facilitating virtual training

Physical Requirements

- Due to the COVID-19 pandemic, this position currently is a remote (work-from-home) position. 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.

