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| <b>Job Title</b>      | Project Associate                            |
| <b>PVN ID</b>         | VA-2307-005764                               |
| <b>Category</b>       | Administrative Services                      |
| <b>Location</b>       | OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS |
| <b>Department</b>     |  |
| <b>Status</b>         | Full Time                                    |
| <b>Annual Salary</b>  | \$47,500.00 - \$54,000.00                    |
| <b>Hour(s) a Week</b> | 35   |
| <b>Closing Date</b>   | Oct 04, 2024 (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 Career Development Center (CDC) and Professional Development teams support individuals entering or 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. The Professional Development team provides training, coaching, and resources to advance knowledge and competency in early childhood services.

Reporting to the Senior Director of Career Development and the Senior Director of Early Childhood Professional Development, the Project Associate will support the leadership of both teams and manage their organizational needs. The Project Associate will be a motivated, detail-oriented, and enthusiastic individual who can take the initiative, use sound judgment, and exercise discretion and tact.

### DUTIES AND RESPONSIBILITIES

#### Program Support

- Provide project administration assistance for the Career Development Center and Professional Development teams

- Compile information and research from various diversified sources to contribute to and prepare 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, and bulletins
- Coordinate projects, activities, and events, including registration, attendance, and completion records in the internal Institute dashboard and the Aspire Registry
- Maintain manual and electronic documents, files, and records to provide current information and historical reference to assist with project management
- Support the unit's social media needs and activities
- Support program mailings and distributions

### **Purchasing and Expense Tracking**

- Make purchases and process invoices and reimbursement requests for assigned projects
- Process purchase orders for publications
- Monitor budgets and provide status reports to the Budget and Administrative Manager

## **Other Duties**

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- Attend staff meetings and trainings as required
- Perform special projects and other duties as assigned

## **Qualifications**

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### **Minimum Qualifications**

- Associates degree in early childhood education, organization management, non-profit management, or a related field with 3-5 years of relevant experience

OR

- Bachelor's degree in early childhood education, organization management, non-profit management, or a related field with 2-3 years of relevant 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 standard software applications, including but not limited to Word, Excel, Publisher, and PowerPoint
- Strong reading, written, and oral communication skills

## **Preferred Qualifications**

- Experience in the early childhood or higher education field
- Proficiency in a second language

## **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. Reasonable accommodations will be made for employees with disabilities or other needs per RFCUNY policies.
- Ability to travel to other CUNY sites as needed.

## **How to Apply**

Provide a resume and cover letter specifying your qualifications, experience, and interest relevant to this position.