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<b>Job Title</b>	Leadership Initiative Coordinator, NYC
<b>PVN ID</b>	VA-2401-006066
<b>Category</b>	Managerial and Professional
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$79,000.00 - \$82,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Apr 23, 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 identifying, establishing, and implementing the services, supports, and systems that the early childhood workforce across New York State needs.

### GENERAL DESCRIPTION

The New York Early Childhood Professional Development Institute, housed at the City University of New York, is a fast-paced, dynamic public/private partnership that is committed to identifying, establishing, and implementing the services, supports, and systems that the early childhood workforce across New York State needs. The Institute, under the auspices of its Career Center, launched a Leadership Initiative in 2017 in NYC, aimed at strengthening current early childhood leadership and management as well as to identify and support the development of future early childhood leaders.

The Leadership Initiative Coordinator, reporting to the Senior Director of Career Development and Higher Education, will be responsible for leading the NYC-based Leadership Initiative. The Coordinator will also work with colleagues at each of the Leadership Initiative satellite sites across the state to foster partnerships with local institutions of higher education, organizations and stakeholders, to identify and utilize local resources, and to share best practices and lessons learned from the implementation of the first Leadership Initiative. Equipped with a wide range of experiences in the early childhood field, the ideal candidate will have knowledge of the professional development needs of the early childhood workforce with particular focus on early childhood leadership and management.

## **DUTIES AND RESPONSIBILITIES**

### **Leadership and Management**

- Provide strategic and organizational leadership for all aspects of the NYC-based leadership initiative, and carry out planning and implementation activities in collaboration with other Institute staff
- Identify and assess current participants' needs and utilize innovative methods to identify and recruit new participants
- Facilitate team meetings and events
- Provide coordination and input for other leadership-focused programming as needed

### **Professional Development**

- Identify qualified coaches and mentors to support the initiative
- Create innovative and impactful professional development programming for current and future early childhood leaders
- Facilitate leadership initiative participant meetings and events and identify experts to facilitate topic-specific groups and activities

### **Partnerships, Communication, and Reporting**

- Organize the leadership initiative advisory board and provide training
- Work with Institute staff to manage data collection efforts and utilize the data system to produce regular progress and grant reports
- Attend external meetings pertaining to ECE leadership to maintain knowledge of city-wide and state-wide efforts
- Prepare regular project reports based on quantitative and qualitative data and feedback collected
- Assist with additional fundraising efforts for the project

## **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**

- Master's degree in Early Childhood Education or a related field of study
- At least 6 years of leadership experience in the field of early childhood education or a comparable field or work
- Experience helping professionals build competency in leadership skills through training, staff development, coaching, etc.
- Exceptional interpersonal skills
- Demonstrated skill in project management with excellent analytical, organizational and management skills

- Demonstrated ability to develop and sustain successful collaborative partnerships, working with a diverse group of stakeholders that includes colleagues and external partners
- Demonstrated commitment to equity
- Excellent oral and written communication skills
- Availability during evenings to attend associated/sponsored events

### **Preferred Qualifications**

- Fundraising experience

### **Physical Requirements**

- This position operates in a professional office environment located in midtown, NY, and is currently hybrid. Laptop may be provided if needed to support working remotely. This role routinely uses standard office equipment such as personal computers, laptops, tablets, smart phones, photocopiers, filing cabinets and presentation equipment.
- While performing these duties, the employee is required to perform physical activities such as, but not limited to, lifting items (up to 20 pounds), bending, reaching, and 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 sites as needed.

### **How to Apply**

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