

Job Title	Project Associate
PVN ID	VA-2509-007012
Category	Administrative Services
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	
Status	Full Time
Annual Salary	\$50,000.00 - \$55,000.00
Hour(s) a Week	35
Closing Date	Nov 12, 2025 (Or Until Filled)

General Description

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.

Reporting to the Assistant Director of Budget and Administration, the Project Associate supports different teams with a variety of operational and administrative tasks. This role is ideal for someone who is flexible, proactive, and ready to take on new challenges.

Other Duties

Office Operations and Administration

- Maintain and replenish office supply inventory, mailroom supplies, and pantry by placing orders as needed.
- Receive and distribute mail and deliveries, coordinate outgoing packages, and arrange mailing for conferences and events.
- Coordinate daily operations across teams, troubleshooting printer and miscellaneous issues as they arise.
- Manage book inventory and orders, send packages, handle purchase orders, invoices, revenue reconciliation, and check deposits.
- Support training events by handling registration, payment processing, and tracking attendance.
- Manage the general phone line and email inbox, directing inquiries as necessary to appropriate staff.

- Oversee technology equipment inventory by updating tracking sheets and coordinating shipping and receiving with staff.
- Maintain and update manuals and vendor lists to ensure that the team has access to accurate and up-to-date information.
- Act as a liaison between the organization and external partners, ensuring consistent communication.

Purchasing

- Maintain expense tracking sheets for assigned projects, reconcile tracking sheets with OTPS reports, and report status to the Assistant Director of Budget and Administration on a periodic basis.
- Process purchases, invoices, and reimbursement requests for assigned projects, and provide coverage for project associates as needed.
- Support the fee-for-service work by submitting invoices, tracking, and reconciling payments.

Team Support and Other Duties

- Support onboarding new staff by coordinating access to systems and workspaces, and providing equipment.
- Monitor the conference room to ensure the technology is in good working order, and assist staff in booking conference room space at different CUNY locations.
- Support organization-wide meetings and events, coordinating audio-visual needs, materials, attendance, and catering.
- Provide staff with operational support by answering questions and offering guidance as needed.
- Perform special projects and other duties as assigned.
- Attend staff meetings and trainings as required.

Qualifications

Minimum Qualifications

- Bachelor's degree with 2-3 years related experience OR an Associate's degree with 3-5 years of relevant experience in an office setting.
- Working knowledge of common office computer hardware and software applications, including Microsoft Office Suite; strong Excel skills.
- Ability to communicate effectively by exhibiting strong listening skills and adapting to different communication styles.
- Demonstrated ability to handle a variety of daily tasks with flexibility and a focus on finding solutions.
- Eagerness to learn new skills and find ways to make our work run more smoothly.

Physical Requirements

- This position operates in a professional office environment located in Manhattan, NY, and is currently hybrid, working 70% in the office. 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, experience, and interest relevant to this position.