

# Leadership Initiative Regional Coordinator - (1) Buffalo, Ny & (1) Long Island, Ny

New York Early Childhood Professional Development Institute  
Brooklyn, NY

Posted on May 9, 2019

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## Job Description

### GENERAL DESCRIPTION

The New York Early Childhood Professional Development Institute (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 launched a Leadership Initiative in 2017 aimed at strengthening current early childhood leadership and management as well as to identify and support the development of future early childhood leaders. The Institute seeks to replicate the Leadership Initiative in two communities in New York State in 2019.

The Institute will hire two part time Leadership Initiative Regional Coordinators. This position will be responsible for implementing the Early Childhood Leadership Initiative project model in the local community, based on a model created and refined by the Institute. The Coordinator will work closely with a local partner agency to engage stakeholders, recruit members, identify local professional development resources and leadership needs, and craft appropriate and effective responses to those needs.

In this role, the Regional Coordinator will report to the Institute's Director of Leadership Initiatives and work with colleagues implementing Leadership Initiatives in new communities in New York. The Coordinator will also work closely with the local partner organization to refine the model and services to meet local needs.

Equipped with a wide range of experiences in the field, the ideal candidate will have knowledge of the professional development needs of the early childhood workforce with particular focus on early childhood leadership.

This is a federally-funded grant position through December 2019 with a strong possibility for continued funding after that. This role has two open positions – one in Buffalo and one on Long Island.

## **Responsibilities**

### **DUTIES AND RESPONSIBILITIES**

- Lead and organize the Leadership Initiative planning process and serve on the Institute Leadership Initiative team
- Recruit individuals and assess their needs to maximize their participation in Initiative activities.
- Identify qualified coaches and mentors to support the Initiative
- Create professional development programming for current and future early childhood leaders
- Organize the Leadership Initiative advisory board and provide training
- Assist with additional fundraising efforts for the project

## **Qualifications**

### **Minimum Qualifications**

- Master's degree in Early Childhood Education or a related field of study
- At least 8 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
- Ability to develop and sustain successful collaborative partnerships, working with a diverse group of stakeholders that includes colleagues and external partners
- Experience managing budgets
- Excellent oral and written communication skills
- Willingness and ability to travel
- Availability during evenings to attend associated/sponsored events

### **Preferred Qualifications**

- Fundraising experience

### **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
- Ability to travel overnight to other sites as needed.
- May need to lift up to 40 pounds.

### **Application Instructions**

#### **How to Apply**

Apply on the research foundation website: <https://www.rfcuny.org/careers/postings?pvnlD=VA-1905-003077>

Provide a resume and cover letter specifying qualifications/experience relevant to this position. Please indicate which area in New York (Buffalo or Long Island) you are interested in working.

### **Additional Information**

#### **EEO Info**

We are committed to enhancing our diverse academic community by actively encouraging people of all race, color, religion, gender, gender identities or expressions, sexual orientation, national origin, genetics, disabilities, 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.