

# Project Assistant

New York Early Childhood Professional Development Institute

Brooklyn, NY

Posted on September 17, 2021

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## Job Description

The Project Assistant reports directly to the Director of Systems and Administration and the Senior Project Associate of QUALITYstarsNY. The position carries out the day-to-day purchasing operations for the project across multiple funding streams and with various internal and external stakeholders.

## Responsibilities

### Purchasing

- Receive, place, process, and track purchase and reimbursement requests
- Process invoices, and individual reimbursements for payment
- Accurately track expenditures across multiple funding sources
- Investigate and resolve outstanding items in a timely manner
- Maintain professional and responsive communication with all stakeholders and staff
- Monitor processes and systems for accuracy and work flow consistency
- Report status of assigned budgets to Senior Project Associate on a regular basis
- Maintain electronic documents, files, and records to provide current and/or historical reference to assist with project management

### Other Duties

- Coordinate logistics for meetings, events, and conferences
- Manage project's ticketing system
- Collaborate with other central office staff to coordinate and streamline processes
- Organize and ship resources as requested

- Manage inventory for supplies, equipment, and promotional items
- Attend staff meetings and trainings as required

## **Qualifications**

### **Minimum Qualifications**

- Associates Degree with 3-5 years of relevant experience in a fast-paced, high volume, office setting

OR

- Bachelor's Degree with 2-3 years related experience in a fast-paced, high volume, office setting
- Intermediate level user, Microsoft Excel
- Strong written and oral communication skills
- Ability to work with diverse groups and individuals in a professional and respectful manner

### **Core Competencies**

- Demonstrated strong interpersonal communication skills with a variety of internal and external stakeholders
- Ability to manage and prioritize a high volume of invoices and communications to completion
- Strong critical and analytical thinking skills
- Desire to contribute to project planning and effectively communicate priorities
- Innovative approach to work that shows that this person understands the organization's missions and the importance of our work at QUALITYstarsNY.
- Strong ability to use technological tools and platforms to effectively manage complex data systems, including Microsoft Office (intermediate skill level using Excel)

### **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 and QUALITYstarsNY locations as needed.

### **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.

### **Application Instructions**

#### **How to Apply**

Please click on the link below to apply. Provide a resume and cover letter specifying your qualifications, experience, and interest relevant to this position.

### **Additional Information**

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