

Leadership Initiative Regional Coordinator – Albany, Ny

New York Early Childhood Professional Development Institute

Brooklyn, Ny, Usa, NY

Posted on September 17, 2021

Job Description

The Institute operates the Career Development Center, which provides comprehensive career development services to all current and aspiring early childhood professionals, including the Early Childhood Leadership Initiative. The Leadership Initiative was launched 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. Since 2019 the Institute has replicated the Career Development Center and the Leadership Initiative across several regions throughout New York State.

The Institute seeks to replicate the Leadership Initiative in the Capital Region. The Leadership Initiative Regional Coordinator will be responsible for Early Childhood Leadership Initiative project model in the local community, based on a model created and refined by the Institute. The Regional 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. This position will be based in Albany, NY, and the project will serve Warren, Washington, Saratoga, Schenectady, Rensselaer, Albany, Greene, and Columbia counties.

The Regional Coordinator will report to the Institute's Assistant Director of Leadership Initiatives to coordinate a system of supports for individuals seeking to develop their leadership skills and competencies. The Regional Coordinator will work with a statewide team of colleagues at the Institute who are providing these same services in other regions. The Regional Coordinator will also work closely with local partner organizations to refine the project models and services to meet local needs.

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

Responsibilities

Leadership

- Lead and organize the local 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
- Organize and lead the convening and work of the local Leadership Initiative Advisory Council

Professional Development

- Create 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

Data Collection, Analysis and Reporting

- Collect and analyze participant and needs assessment data to inform, adjust and strengthen supports and services to remain responsive and relevant to regional needs
- Work with Institute staff to manage data collection efforts and utilize data system to produce regular progress and grant reports and contribute to proposals

Communications and Partnerships

- Create and facilitate partnerships with local stakeholders, including institutions of higher education, early childhood providers, local school district, child care and education funders and agencies, workforce development agencies or initiatives, and QUALITYstarsNY
- Utilize communication tools and software to communicate with participants and partners (flyers, newsletters, emails, phone calls, mailings, etc.)

Other Duties

- Assist with additional fundraising efforts for the project as needed
- Attend staff meetings and trainings as required
- Perform special projects and other duties as assigned

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 of work
- Experience helping professionals build competency in leadership skills through training, staff development, coaching, etc.
- Demonstrated skill in project management with excellent analytical, organizational and management
- Demonstrated ability to work with underserved populations and people of all ages.
- Experience helping professionals build competency in leadership skills through training, staff development, coaching, etc.
- Strong managerial, supervisory and 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
- Some availability during weekend hours
- Availability during evenings to attend associated/sponsored events

Preferred Qualifications

- Fundraising experience

Physical Requirements

- Due to the COVID19 pandemic, this position currently is a hybrid position (split between working remotely, on location, and in the office in Albany, NY). A laptop and personal mobile device will be provided to support working remotely.
- 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 locations/counties across Capital Region as needed.

Application Instructions

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

Additional Information

EEO Info

We are committed to enhancing our diverse academic community by actively encouraging people of any race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetic information, disability, 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.