



# Early Childhood Career Development Coordinator

## Buffalo, Ny

New York Early Childhood Professional Development Institute

Buffalo, NY

Part-time

Hybrid

\$40.00 - \$45.00 an hour

Posted on November 30, 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 Center's services include academic planning and advisement, career and vocational assessment and planning, teacher certification supports, professional development opportunities through the Early Childhood Leadership Initiative, and higher education opportunities in partnership with Institutes of Higher Education. Since 2109 the Institute has replicated the Career Development Center across several regions throughout New York State.

The Institute has established the Career Development Center in the Western NY region, based in Buffalo. The Career Development Coordinator will be responsible for further developing the Early Childhood Career Development Center model in the local community. The Career Development Coordinator will work closely with a local partner agency to engage stakeholders, recruit clients, identify local career development needs, and craft appropriate and effective responses to those needs. The position will be based in Buffalo, NY, and the project will serve Niagara, Allegany, Erie, Chautauqua, and Cattaraugus counties.

The Coordinator will report to the Director of Career Development and Higher Education, mostly remotely, to coordinate a system of career development supports for individuals in the pursuit of a career in early childhood. The Coordinator will work with colleagues at the Institute who are providing these same services in other regions of New York State. The Coordinator will also work closely with the local partner organization to refine the project model 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 generally, and in their region specifically, as well as knowledge of the academic and professional development resources available in their community and region.

## **Responsibilities**

### **Career Development**

- Conduct local needs assessments and lead the design, coordination, implementation, and evaluation of career development supports and services relevant to aspiring and current early childhood educators and leaders based on the Career Development Center model, including scholarships, teacher certification, test preparation, and job search in the region
- Provide career development supports and services to participants in their region.
- Provide dynamic and collaborative direction to the development and piloting of new initiatives as they become appropriate for inclusion in the project's work.

### **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 systems 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**

## **CORE COMPETENCIES/QUALIFICATIONS**

- Master's degree in Early Childhood Education or a relevant field of study
- At least 8 years of experience in the field of early childhood education or a comparable field or work, with some experience helping professionals build competency in teaching skills through mentoring, training, staff development, coaching, career counseling, etc.
- Demonstrated skill in project management with excellent analytical, organizational and management skills
- Familiarity with the structure and dynamics of higher education, early childhood workforce qualifications and the NYS teacher certification process
- Strong knowledge base in both child and adult development
- Strong managerial, supervisory and interpersonal skills
- Ability to multi-task
- Demonstrated ability to work with underserved populations and people of all ages.
- 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 evening and weekend hours

## **Physical Requirements**

- Due to the COVID-19 pandemic this position is currently a hybrid position (50/50 time split between working remotely and in the office). A laptop and personal mobile device will be provided to support working remotely. The location of the position is in a professional office environment in Buffalo, NY.
- 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 the Western New York region as needed.

## **Application Instructions**

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

## **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.