

# Leadership Initiative Regional Coordinator “ North Country

New York Early Childhood Professional Development Institute

Plattsburgh, NY

Part-time

Hybrid

\$40.00 - \$45.00 an hour

Posted on December 2, 2021

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## 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 identifying and supporting the development of future early childhood leaders. Since 2019 the Institute has replicated the Career Development Center and the Leadership Initiative in several regions across New York State.

The Institute seeks to replicate the Leadership Initiative in the North Country Region. The Leadership Initiative Regional Coordinator will be responsible for implementing the Early Childhood Leadership Initiative project model in the region, 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 partially based in Plattsburgh, NY, and the project will serve Essex, Clinton, Hamilton, Franklin, St. Lawrence, Jefferson, and Lewis 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 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**

### **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 COVID-19 pandemic, this position currently is a hybrid position (split between working remotely, on location, and in the office in Plattsburgh, 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 North Country Region as needed.

## **Application Instructions**

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

## **Additional Information**

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.

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