

# Project Assistant

New York Early Childhood Professional Development Institute

Brooklyn, NY

Other

Part-time

\$22.00 - \$26.00 an hour

Posted on March 11, 2022

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## Job Description

The New York Early Childhood Professional Development Institute is a unique public/private partnership that brings together a range of public agencies, a consortium of private funders, and the nation's largest urban university (CUNY) to create an Institute that focuses on the early childhood workforce to ensure that all young children have access to excellence.

The Informal Family Child Care Project (IFCC) – a project of the Institute – works to elevate the quality of care for children in home-based child care settings in New York City. IFCC assesses, supports and advocates for childcare providers, and builds their skills and capacity to provide safe, high quality care through a comprehensive array of professional development opportunities and services.

The Project Assistant will provide direct support for implementation of IFCC programs for home-based childcare providers across New York City. The Project Assistant will support implementation of targeted strategies to recruit and retain participants and data collection to track implementation and assess program impact. The Project Assistant will report to the IFCC Director and work closely with all program staff.

## Responsibilities

### Outreach and Recruitment

- Support implementation of recruitment and outreach activities to home-based childcare providers eligible to participate in IFCC programs.
- Help manage relationships with program participants through regularly scheduled follow up, including conducting periodic surveys and other data collection tasks
- Facilitate the dissemination of program materials to prospective and existing participants

## **Other Duties**

- Maintain regular communication with Program Coordinator and attend regular project management meetings as required
- Attend staff meetings and training as required.
- Perform special projects and other duties as assigned

## **Qualifications**

### **Minimum Qualifications**

- Associate's degree in Early Childhood Education, Human Services, Social Work, or related field
- 3+ years of administrative experience in a human service or education environment
- Strong interpersonal skills. Comfortable and enjoy working with the public and diverse populations; ability to demonstrate compassion, sensitivity and respect.
- Experience conducting public outreach and recruitment
- Experience with data collection and databases
- Ability to work evenings and weekends
- Strong organization, project management and time management skills; ability to set priorities and complete multiple projects and tasks
- Strong technological skills. Excellent knowledge of Microsoft Office programs, with strong knowledge of Microsoft Excel.

### **Preferred Qualifications**

- Bachelor's Degree in Early Childhood Education. Human Services, Social Work, or related field
- Written and spoken fluency, including translation skills in Spanish

### **Physical Requirements**

- This position operates in a hybrid professional office environment and remote (work-from-home) position. 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.

## **Application Instructions**

Please click on the above link 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 any race, color, religion, gender, gender identity or expressions, 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*