

# Transition Coordinator

New York Early Childhood Professional Development Institute

Brooklyn, NY

Full-time

Hybrid

\$84,000 - \$86,000 a year

Posted on March 21, 2022

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## Job Description

The Institute is starting a new project that involves a three-generation approach that maximizes a partnership between the City University of New York's Office of Early Childhood Initiatives and the NYC Department of Education's LYFE program. This project will ensure efficient and effective individualized supports for student-parents as they transition to college, graduation, and career development.

The Transition Coordinator, reporting to the University Dean, will serve as a liaison between the LYFE student and the various institutions that they engage with, i.e. the LYFE program, high school, and the CUNY college they will attend. The Transition Coordinator will bring creativity and a solutions-oriented mindset, someone who recognizes the promise and potential of young student parents.

## Responsibilities

### Project Coordination and Reporting

- Working with LYFE and OEI staff, conduct a barriers and opportunities analysis for NYC DOE student parents who utilize LYFE services, and considering all program elements (systemic and otherwise, and including child care, social supports, academic success, and career readiness services) that support student parent success, including high school graduation and college matriculation.
- Determine quantifiable student success metrics to track and be improved upon.
  - Conduct analysis of analogous evidenced-based/evidence-informed student success initiatives to inform metrics to be used to evaluate the success of this project.

- Develop a plan to measure success metrics.
- Design evidence-based transition project informed by intensive focus groups and interviews of student-parents and their parents, as well as LYFE staff, and other input and analysis of past practice and student-parent experiences.
  - Test basic premises and explore options that come from focus group conversation.
  - Work with database team to create a database to track goals and progress and other metrics.
- Develop sustainability plan, leveraging existing infrastructure where possible.
  - Identify additional partners, if any, who will have a meaningful role in this project.

### **College and Career Advising and Support**

- Recruit a group of 35-40 high school students who are participating in the LYFE program.
- Provide intense, individualized support for each participant, including assistance with selecting colleges to apply to, arranging campus tours, supporting the participant's decision-making process at each step.
- Liaise with campus representatives to identify and mitigate barriers to student-parent success.
- Create relationships with CUNY campus child care centers to connect participants to additional family supports.

### **Other Duties**

- Participate on the OECl leadership team, focusing on student-parent services.
- Attend staff meetings and trainings as required.
- Perform special projects and other duties as assigned.

### **Qualifications**

#### **Minimum Qualifications**

- Advanced degree in early childhood, social work, mental health, education, or a related field.
- Six years of experience or equivalent working in areas related to early childhood, youth studies, family supports and adult education services, health care, mental health, and/or education-related public policy.
- Demonstrated experience with community outreach and collaborative leadership.

- Demonstrated leadership ability.
- Thinks and acts in ways that respect ethnic, cultural and language diversity.
- Demonstrated experience as an advocate for children, adolescents, and parents, particularly those representing vulnerable populations.
- Ability to listen and respond to the concerns/ideas of others and to communicate effectively with a range of people. Exceptional interpersonal skills and emotional intelligence.
- Demonstrated strong analytical skills: previous work with spreadsheets and databases
- Ability to organize and prioritize tasks.
- Ability to develop and sustain successful collaborative partnerships.
- Some availability during evening and weekend hours.

### **Preferred Qualifications**

- Strong familiarity with the structure and dynamics of higher education in New York and CUNY, specifically.
- Bilingual Spanish speaker

### **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 equipment.
- While performing these duties, the employee is required to perform physical activities such as, but not limited to, lifting items (up to 20 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 LYFE sites and CUNY locations across NYC as needed.

### **Application Instructions**

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**

#### **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.*

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