

# Early Childhood Career Advisor

New York Early Childhood Professional Development Institute

Brooklyn, NY

Other

Full-time

Hybrid

\$72,000 - \$78,000 a year

Posted on May 17, 2022

## Job Description

The career advisor, a member of the Institute's Career Development Center team, will assist students with general academic guidance and career supports, including job search skills. The career advisor will report to the Director of Career Development and should be available to work evenings and weekends to support early childhood educators.

## Responsibilities

- Collaborate in the implementation, coordination and delivery of career development services; including career exploration, teacher certification, test preparation, academic advising and job searching
  - Meet individually and in small groups with current and aspiring early childhood professionals in support of developing and meeting their career goals
  - Track and maintain data on interactions and outcomes for contributions to program reports
- Make presentations to small groups about early childhood career development periodically
- Provide dynamic and collaborative direction to the development and piloting of new initiatives as they become appropriate for inclusion in the project's work.

## Other Duties

- 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 relevant field of study
- 3+ years of experience helping professionals build teaching careers through mentoring, training, staff development, coaching, career counseling, etc.
- Strong familiarity with the structure and dynamics of Higher Education and the NYS teacher certification process
- Exceptional 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
- Excellent oral and written communication skills
- Availability during evening and weekend hours

### **Preferred Qualifications**

- Bilingual Spanish speaker

### **Physical Requirements**

- This position operates in a professional office environment located in Brooklyn, NY, and is currently hybrid, working 70% in the office. This role routinely uses standard office equipment such as personal computers, laptops, tablets, smart phones, photocopiers, filing cabinets and 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, and 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 sites as needed.
- **Minimum Education Level:** Master's Degree
- **Preferred Education Level:** Master's Degree

### **Application Instructions**

Provide a resume and cover letter specifying your qualifications, experience, and interest relevant to this position.

### **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.Â The Research Foundation of the City University of New York is an Equal Opportunity/Affirmative Action/Americans with disabilities act/E-Verify employer.

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