

# Director Of Career Development

New York Early Childhood Professional Development Institute

Brooklyn, NY

Program Director

Full-time

Hybrid

\$90,000 - \$95,000 a year

Posted on May 31, 2022

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## Job Description

The Institute created the Career Development Center to provide career and higher education advising services to those looking to enter or advance within the early childhood field. Originally established in New York City, the Career Development Center model has now expanded across the state, with nine satellite sites. The ten Centers provide a comprehensive set of services, including individually tailored career advising, creation of a career planning map, scholarship and financial aid advising and assistance, and job search and placement assistance. The Centers carry out the work of the Early Childhood Leadership Initiative to provide professional and career development to current and future directors and leaders. The Centers also administer the statewide CUNY/SUNY Early Childhood Workforce Scholarship, to support educators working in early childhood centers and child care homes while they pursue the degrees, certifications, and credentials that they need to advance in their career. The Director of Career Development will lead the work of the NYC Career Development Center and provide strategic direction to the nine Career Centers throughout the state. The Institute's Director of Career Development will work closely with and supervise Institute Career Advisors, Regional Coordinators, and Leadership Initiative Coordinators. The Director reports to the Senior Director of Career Development and Higher Education.

## Responsibilities

### Leadership and Project Development

- Supervise a team of 10+ Career Advisors and Leadership Initiative Coordinators
- Lead the NYC Career Development Center
- Collaborate with the Senior Director to create, develop and implement new initiatives

- Identify client needs and develop content/programming responsive to those needs
- Ensure that activities performed by the team fulfill funding requirements and deliverables
- Collaborate with the Senior Director to recruit and hire new staff; on-board, train, and supervise new staff
- Recruit participants, programs, and organizations to new initiatives
- Manage communications systems and campaigns (Zendesk, Mailchimp, Symplicity, Blogs, mailings)

### **Recruitment and Support**

- In collaboration with Leadership Initiative Coordinators, create a recruitment plan, activities, and incentives to expand the Leadership Initiative outreach and membership
- Provide academic and career advisement to clients
- Develop outreach materials with other Institute team members

### **Data Tracking and Reporting**

- Write/produce reports as needed or required for funders and stakeholders. Create and administer participant surveys; work with Data Analyst on data compilation and reporting.
- Review the Center's data tracking system inputs from the team to ensure data is up-to-date and accurate. Collaborate with data system administrators to troubleshoot and develop new functionality as needed.
- Work with communication and website staff to keep website content up-to-date and accurate.

### **Other Duties**

- Lead Team meetings and support team communications
- Attend staff meetings and trainings as required.
- Represent the Institute at local and statewide meetings supporting workforce development
- Perform special projects and other duties as assigned.

## **Qualifications**

### **Minimum Qualifications**

- Master's degree in Early Childhood Education or a relevant field of study, including career counseling, Human Resources, or Social Work.
- 5-8 years of experience in the field of early childhood education, or supporting early childhood educators in other settings, including college career centers, employment offices, workforce

development offices or programs, or other recruitment initiatives

- Demonstrated skill in project management with excellent analytical, organizational and management skills
- Strong knowledge base in adult development and learning
- Strong interest in and passion for advancing policy for high-quality early care and education
- Experience developing and sustaining successful collaborative partnerships
- Excellent oral and written communication skills and ability to use or learn an online ticketing communication system
- Proven work experience in a supervisory role

### **Preferred Qualifications**

- Experience in non-profit or higher education settings
- Experience developing and launching new initiatives and projects
- Knowledge of Child Development Associate Credential, the NYS Child Program Administration Credential, the processes for various NYS teacher certifications and higher education structures

### **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.
- As of May 27, 2022, all candidates will be required to provide proof of being fully vaccinated against COVID-19 upon commencing employment. Exemption (medical or religious) requests to this requirement will be considered in accordance with applicable law and criteria. Being fully vaccinated is defined for this purpose as two weeks after a final dose in primary series of an authorized COVID-19 vaccine (example: two weeks after the second dose of a two-dose vaccine such as Moderna or Pfizer, or two weeks after a single dose vaccine such as Johnson and Johnson). Final candidates must be fully vaccinated as of their first day of employment. Newly hired employees will be sent an email with instructions on how to upload

their vaccine information on the Research Foundation portal.

## **Application Instructions**

### **How to Apply**

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