

# Home-Based Child Care Research Project Manager

Center for NYC Affairs at The New School

New York, NY

Other

Full-time

Hybrid

\$60,000 - \$70,000 a year

Posted on September 11, 2023

## Organization Statement

CNYCA is an applied policy research organization that works where people's lives intersect with government and community organizations to illuminate the impact of public policy on the lives of individuals and communities. Our research addresses the city's most pressing social and economic challenges. We focus on inequality and serve the interests of low-income communities. The populations we serve include low-wage workers, public school families, families in the child welfare and homeless systems, and formerly incarcerated men and women. Community members, nonprofits, policymakers, and media rely on CNYCA's timely research and public engagement to inform service delivery, hold systems accountable, and drive policy change.

## Job Description

The Center for New York City Affairs (CNYCA) at The New School is seeking a dynamic and highly motivated Project Manager for the Center's Home-based Early Care and Education (HBECE) research project. This full-time position will work with the Center's Economic and Fiscal Policies team and four community-based organizations to launch and manage a participatory action research project that will survey and engage with New York City's home-based early care and education providers, who are small business owners that provide child care to families out of their own homes. The Project Manager will work with the Deputy Director to supervise research assistants, ensure complete and high-quality data is collected, and provide research and writing support for reports and presentations utilizing this data. *This is a two-year, grant funded project and contingent upon external fundraising beyond the first year. The Project Manager will report to the Deputy Director of Economic and Fiscal Policies. This is a hybrid position.*

The Project Manager will be responsible for programmatic and administrative logistics for a project that involves partners and participants throughout the five boroughs. Candidates should be extremely well-organized, possess excellent planning and creative problem-solving skills, and be comfortable interacting with a diverse group of people—from partner organization staff to small business owners to students. Ability to work independently, juggle multiple assignments, and meet deadlines is critical. Knowledge of the city’s early care and education systems and home-based child care in particular is a plus.

The New School is strongly committed to diversity and inclusion in the workplace and particularly seeks applications from members of underrepresented groups, as well as candidates who share this commitment.

**WORK MODE:** Hybrid/Split - *Employees hired for this position have regularly scheduled, consistent percentage of time on campus (ex 1-4x/week) and also work some of the time remotely.*

## **Responsibilities**

### **RESPONSIBILITIES**

- Manage coalition partners and research assistants to survey a diverse sample of home-based child care providers throughout the five boroughs (estimated 700 individuals)
- Facilitate coalition meetings and working groups; manage project files and calendar
- Coordinate online and in-person events and activities to recruit, register and educate survey participants
- Train and supervise research assistants; provide support to partner organization staff to administer survey to participants
- Manage delivery of stipends to participants after successful completion of survey and focus groups
- Collect information from partner organizations for reports to funder
- Provide policy research and writing support

## **Qualifications**

### **MINIMUM QUALIFICATIONS**

- Two years of experience delivering services or conducting evaluations (surveys or other qualitative research tools) directly with program participants
- Excellent networking and communications skills
- Ability to write clearly and succinctly and to make oral presentations
- Active listener, respectful of the contributions of others
- Fluency in English and Spanish
- A.A. or B.A., preferably in business, early childhood education, social sciences or public policy. Substantial work experience as a home-based early care and education provider can substitute for a degree.
- Ability to adhere to University COVID-19 Policy

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#### **PREFERRED QUALIFICATIONS**

- Experience managing research projects involving surveys and/or focus groups
- Knowledge of the early care and educator system in New York City and home-based child care in particular
- Strong analytical abilities and technical skills; able to analyze and evaluate data and make recommendations based on analysis
- Familiarity with small business operations and concepts
- Familiarity with New York City and State policymaking and implementation
- People with experience working in a home-based child care programs are encouraged to apply

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- **Minimum Education Level:** Highschool Graduate or GED
- **Preferred Education Level:** Bachelor's Degree

## Additional Information

Submit cover letter and resume online [here](#).

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