

Job Title: Early Childhood Career Development Coordinator—North Country

PVN ID: VA-2107-004127

Category: Managerial and Professional

Location: OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS

General Description

MISSION

Children need to spend their most critical years with dedicated, educated, trained, and well-compensated individuals in order to thrive. The New York Early Childhood Professional Development Institute leads the work to establish and implement an early childhood workforce system to ensure funding, standards and competencies, career development resources, qualifications and credentials, professional development (training and strengths-based coaching), and program quality assurance and improvement for individuals who work with young children throughout New York. Housed at the City University of New York, the Institute is a fast-paced, dynamic public/private partnership that is committed to identifying, establishing, and implementing the services, supports, and systems that the early childhood workforce across New York State needs.

GENERAL DESCRIPTION

The Institute operates the Career Development Center, which provides comprehensive career development services to all current and aspiring early childhood professionals. The Center's services include academic planning and advisement, career and vocational assessment and planning, teacher certification supports, professional development opportunities through the Early Childhood Leadership Initiative, and higher education opportunities in partnership with colleges and universities. Since 2019 the Institute has replicated the Career Development Center across several regions of New York State.

The Institute seeks to replicate the Career Development Center in the North Country region. The Career Development Coordinator will be responsible for implementing the Early Childhood Career Development Center model in the region, based on the model created and refined by the Institute. The Career Development Coordinator will work closely with a local partner agency to engage stakeholders, recruit clients, identify local career development needs, and craft appropriate and effective responses to those needs. The position will be based in Plattsburgh, NY, and the project will serve Essex, Clinton, Hamilton, Franklin, St. Lawrence, Jefferson, and Lewis Counties.

The Coordinator will report to the Director of Career Development and Higher Education, mostly remotely, to coordinate a system of career development supports for individuals in the pursuit of a career in early childhood. The Coordinator will work with colleagues at the Institute who are providing these same services in other regions of New York State. The Coordinator will also work closely with the local partner organizations to refine the project models and services to meet local needs.

Equipped with a wide range of experience in the field, the ideal candidate will have intimate knowledge of the professional development needs of the early childhood workforce generally, and in their region specifically, as well as knowledge of the academic and professional development resources available in their community and region.

DUTIES AND RESPONSIBILITIES

Career Development

- Conduct local needs assessments and lead the design, coordination, implementation, and evaluation of career development supports and services relevant to aspiring and current early childhood educators and leaders based on the Career Development Center model, including scholarships, teacher certification, test preparation, and job search in the region
- Provide career development supports and services to participants in their region.
- Provide dynamic and collaborative direction to the development and piloting of new initiatives as they become appropriate for inclusion in the project's work.

Data Collection, Analysis, and Reporting

- Collect and analyze participant and needs assessment data to inform, adjust and strengthen supports and services to remain responsive and relevant to regional needs
- Work with Institute staff to manage data collection efforts and utilize data systems to produce regular progress and grant reports and contribute to proposals

Communications and Partnerships

- Create and facilitate partnerships with local stakeholders, including institutions of higher education, early childhood providers, local school district, child care and education funders and agencies, workforce development agencies or initiatives, and QUALITYstarsNY
- Utilize communication tools and software to communicate with participants and partners (flyers, newsletters, emails, phone calls, mailings, etc.)

Other Duties

- Assist with additional fundraising efforts for the project as needed
- Attend staff meetings and trainings as required.
- Perform special projects and other duties as assigned.

Qualifications

CORE COMPETENCIES/QUALIFICATIONS

- Master's degree in Early Childhood Education or a relevant field of study

- At least 8 years of experience in the field of early childhood education or a comparable field or work, with some experience helping professionals build competency in teaching skills through mentoring, training, staff development, coaching, career counseling, etc.
- Demonstrated skill in project management with excellent analytical, organizational and management skills
- Familiarity with the structure and dynamics of higher education, early childhood workforce qualifications and the NYS teacher certification process
- Strong knowledge base in both child and adult development
- Strong managerial, supervisory and 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, working with a diverse group of stakeholders that includes colleagues and external partners
- Experience managing budgets
- Excellent oral and written communication skills
- Willingness and ability to travel
- Some availability during evening and weekend hours

Physical Requirements

- Due to the COVID-19 pandemic, this position is currently a partially remote (work-from-home) position. A laptop and personal mobile device will be provided to support working remotely. The location of the position in the future will operate in a professional office environment in Plattsburgh, NY.
- 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.
- Ability to travel to other locations/counties across the North Country region as needed.

How to Apply

Provide a resume and cover letter specifying your qualifications, experience, and interest relevant to this position. [APPLY HERE](#)

EEO Info

We are committed to enhancing our diverse academic community by actively encouraging people of any race, color, religion, gender, gender identity or expression, 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.

Job Title: Leadership Initiative Regional Coordinator – North Country

PVN ID: VA-2107-004101

Category: Managerial and Professional

Location: OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS

General Description

MISSION

Children need to spend their most critical years with dedicated, educated, trained, and well-compensated individuals in order to thrive. The New York Early Childhood Professional Development Institute leads the work to establish and implement an early childhood workforce system to ensure funding, standards and competencies, career development resources, qualifications and credentials, professional development (training and strengths-based coaching), and program quality assurance and improvement for individuals who work with young children throughout New York. Housed at the City University of New York, the Institute is a fast-paced, dynamic public/private partnership that is committed identifying, establishing, and implementing the services, supports, and systems that the early childhood workforce across New York State needs.

GENERAL DESCRIPTION

The Institute operates the Career Development Center, which provides comprehensive career development services to all current and aspiring early childhood professionals, including the Early Childhood Leadership Initiative. The Leadership Initiative was launched in 2017, aimed at strengthening current early childhood leadership and management, as well as identifying and supporting the development of future early childhood leaders. Since 2019 the Institute has replicated the Career Development Center and the Leadership Initiative in several regions across New York State.

The Institute seeks to replicate the Leadership Initiative in the North Country Region. The Leadership Initiative Regional Coordinator will be responsible for implementing the Early Childhood Leadership Initiative project model in the region, based on a model created and refined by the Institute. The Regional Coordinator will work closely with a local partner agency to engage stakeholders, recruit members, identify local professional development resources and leadership needs, and craft appropriate and effective responses to those needs. This position will be based in Plattsburgh, NY, and the project will serve Essex, Clinton, Hamilton, Franklin, St. Lawrence, Jefferson, and Lewis counties.

The Regional Coordinator will report to the Institute's Assistant Director of Leadership Initiatives to coordinate a system of supports for individuals seeking to develop their leadership skills and competencies. The Regional Coordinator will work with a statewide team of colleagues at the Institute who are providing these same services in other regions. The Regional

Coordinator will also work closely with local partner organizations to refine the project models and services to meet local needs.

Equipped with a wide range of experience in the field, the ideal candidate will have intimate knowledge of the professional development needs of the early childhood workforce, with particular focus on early childhood leadership.

DUTIES AND RESPONSIBILITIES

Leadership

- Lead and organize the local Leadership Initiative planning process and serve on the Institute Leadership Initiative team
- Recruit individuals and assess their needs to maximize their participation in Initiative activities
- Identify qualified coaches and mentors to support the Initiative
- Organize and lead the convening and work of the local Leadership Initiative Advisory Council

Professional Development

- Create professional development programming for current and future early childhood leaders
- Facilitate Leadership Initiative participant meetings and events and identify experts to facilitate topic-specific groups and activities

Data Collection, Analysis and Reporting

- Collect and analyze participant and needs assessment data to inform, adjust and strengthen supports and services to remain responsive and relevant to regional needs
- Work with Institute staff to manage data collection efforts and utilize data systems to produce regular progress and grant reports and contribute to proposals

Communications and Partnerships

- Create and facilitate partnerships with local stakeholders, including institutions of higher education, early childhood providers, local school district, child care and education funders and agencies, workforce development agencies or initiatives, and QUALITYstarsNY
- Utilize communication tools and software to communicate with participants and partners (flyers, newsletters, emails, phone calls, mailings, etc.)

Other Duties

- Assist with additional fundraising efforts for the project as needed

- 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 related field of study
- At least 8 years of leadership experience in the field of early childhood education or a comparable field of work
- Experience helping professionals build competency in leadership skills through training, staff development, coaching, etc.
- Demonstrated skill in project management with excellent analytical, organizational and management
- Demonstrated ability to work with underserved populations and people of all ages.
- Experience helping professionals build competency in leadership skills through training, staff development, coaching, etc.
- Strong managerial, supervisory and interpersonal skills
- Ability to develop and sustain successful collaborative partnerships, working with a diverse group of stakeholders that includes colleagues and external partners
- Experience managing budgets
- Excellent oral and written communication skills
- Willingness and ability to travel
- Some availability during weekend hours
- Availability during evenings to attend associated/sponsored events

Preferred Qualifications

- Fundraising experience

Physical Requirements

- Due to the COVID19 pandemic, this position currently is a remote (work-from-home) position. A laptop and personal mobile device will be provided to support working remotely. The location of the position in the future will operate in a professional office environment in Plattsburgh, NY.
- 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.

- Ability to travel to other locations/counties across North Country Region as needed.

How to Apply

Provide a resume and cover letter specifying qualifications/experience relevant to this position.

[APPLY HERE](#)

EEO Info

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Job Title: Early Childhood Regional Coordinator – Mohawk Valley, NY

PVN ID: VA-2108-004160

Category: Managerial and Professional

Location: OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS

General Description

MISSION

Children need to spend their most critical years with dedicated, educated, trained, and well-compensated individuals in order to thrive. The New York Early Childhood Professional Development Institute leads the work to establish and implement an early childhood workforce system to ensure funding, standards and competencies, career development resources, qualifications and credentials, professional development (training and strengths-based coaching), and program quality assurance and improvement for individuals who work with young children throughout New York. Housed at the City University of New York, the Institute is a fast-paced, dynamic public/private partnership that is committed identifying, establishing, and implementing the services, supports, and systems that the early childhood workforce across New York State needs.

GENERAL DESCRIPTION

The Institute operates the Career Development Center, which provides comprehensive career development services to all current and aspiring early childhood professionals. The Center's services include academic planning and advisement, career and vocational assessment and planning, teacher certification supports, professional development opportunities through the Early Childhood Leadership Initiative, and higher education opportunities in partnership with Institutes of Higher Education. The New York Early Childhood Professional Development

Institute launched a Leadership Initiative in 2017 aimed at strengthening current early childhood leadership and management as well as to identify and support the development of future early childhood leaders. Since 2019 the Institute has replicated the Career Development Center and the Leadership Initiative across several regions across New York State.

The Institute seeks to replicate the Leadership Initiative and complement the existing Career Development Center in the Mohawk Valley region. The Regional Coordinator will be responsible for implementing both projects, based on the models created and refined by the Institute. The Regional Coordinator will work closely with a local partner agency to engage stakeholders, recruit members, identify local professional development resources and leadership needs, and craft appropriate and effective responses to those needs. This position will be based in Oriskany, NY, and the projects will serve Oneida, Herkimer, Fulton, Montgomery, and Otsego, and Schoharie counties.

The Regional Coordinator will report to the Institute's Director of Career Development and Higher Education and the Institute's Assistant Director of Leadership Initiatives to coordinate a system of career development supports for individuals in the pursuit of a career in early childhood, and those seeking to develop their leadership skills and competencies. The Regional Coordinator will work with a statewide team of colleagues at the Institute who are providing these same services in other regions. The Regional Coordinator will also work closely with local partner organizations to refine the project models and services to meet local needs.

Equipped with a wide range of experience in the field, the ideal candidate will have intimate knowledge of the professional development needs of the early childhood workforce, with particular focus on early childhood leadership, and in their region specifically. Knowledge of the academic and professional development resources available in their community and region is also an important aspect of the role.

DUTIES AND RESPONSIBILITIES

Career Development

- Conduct local needs assessments and lead the design, coordination, implementation, and evaluation of career development supports and services relevant to aspiring and current early childhood educators and leaders based on the Career Development Center model, including scholarships, teacher certification, test preparation, and job search in the region
- Provide career development supports and services to participants in their region.
- Provide dynamic and collaborative direction to the development and piloting of new initiatives as they become appropriate for inclusion in the project's work

Leadership Initiative

- Lead and organize the local Leadership Initiative planning process and serve on the Institute Leadership Initiative team
- Recruit individuals and assess their needs to maximize their participation in Initiative activities.

- Identify qualified coaches and mentors to support the Initiative
- Create professional development programming for current and future early childhood leaders
- Organize and lead the Leadership Initiative advisory council
- Facilitate Leadership Initiative participant meetings and events and identify experts to facilitate topic-specific groups and activities

Data Collection, Analysis, and Reporting

- Collect and analyze participant and needs assessment data to inform, adjust and strengthen supports and services to remain responsive and relevant to regional needs
- Work with Institute staff to manage data collection efforts and utilize data system to produce regular progress and grant reports and contribute to proposals

Communications and Partnerships

- Create and facilitate partnerships with local stakeholders, including institutions of higher education, early childhood providers, local school district, child care and education funders and agencies, workforce development agencies or initiatives, and QUALITYstarsNY
- Utilize communication tools and software to communicate with participants and partners (flyers, newsletters, emails, phone calls, mailings, etc.)

Other Duties

- Assist with additional fundraising efforts for the project as needed
- 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
- At least 8-10 years of leadership experience in the field of early childhood education or a comparable field or work, with some experience helping professionals build competency in teaching and leadership skills through mentoring, training, staff development, coaching, career counseling, etc.
- Strong knowledge base in both child and adult development
- Familiarity with the structure and dynamics of higher education, early childhood workforce qualifications and the NYS teacher certification process
- Demonstrated skill in project management with excellent analytical, organizational and management
- Demonstrated ability to work with underserved populations and people of all ages.

- Experience helping professionals build competency in leadership skills through training, staff development, coaching, etc.
- Strong managerial, supervisory and interpersonal skills
- Ability to develop and sustain successful collaborative partnerships, working with a diverse group of stakeholders that includes colleagues and external partners
- Experience managing budgets
- Excellent oral and written communication skills
- Willingness and ability to travel
- Some availability during weekend hours
- Availability during evenings to attend associated/sponsored events

Preferred Qualifications

- Fundraising experience

Physical Requirements

- Due to the COVID19 pandemic, this position currently is a remote (work-from-home) position. A laptop and personal mobile device will be provided to support working remotely. The location of the position in the future will operate in a professional office environment in Oriskany, NY.
- 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.
- Ability to travel to other locations/counties across Mohawk Valley region as needed.

How to Apply

Provide a resume and cover letter specifying your qualifications/experience relevant to this position. [APPLY HERE](#)

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