
Job Title	Leadership Initiative Fellow
PVN ID	VA-1801-002298
Category	Instruction and Social Service
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Office of Academic Affairs
Status	Part Time
Annual Salary	\$15,000.00
Hour(s) a Week	0.00-7.00
Closing Date	Sep 27, 2019 (Or Until Filled)

General Description

The **NY Early Childhood Professional Development Institute** is a unique public/private partnership that brings together a range of City agencies, a consortium of private funders, and the nation's largest urban university to create a center that provides and coordinates training and career development services for all individuals who work with children ages birth to 8 in New York.

The **NYC Early Childhood Leadership Initiative** is designed to increase access to excellent early childhood services by providing innovative professional development for aspiring and current early education leaders. CUNY's Leadership Initiative will operate in partnership with the NYC Department of Education's Division of Early Childhood Education and a collaborative of private foundations and funders. The Initiative will provide aspiring and current early education leaders with access to financial support for attaining the New York State Children's Program Administrator Credential (CPAC), networking, mentorship, coaching, opportunities to mentor and coach aspiring and current leaders, and other professional opportunities.

The Leadership Initiative Fellow and the Fellows Program provides a unique opportunity to exemplary leaders interested in growing their professional development while engaging in the work of supporting other leaders through mentoring, coaching and reflection. The Fellow will work up to seven hours per week with the Initiative's Directors and administrative staff to inform the design of the Leadership Initiative's activities and provide coaching and mentoring for aspiring and current leaders.

Other Duties

Reporting to the Directors of the Initiative, the fellowship will support a range of activities including:

- Developing strong relationships with members of the Leadership Initiative.
- Playing a critical role with Leadership Initiative team in helping to plan and participate in ongoing meetings, events such as borough wide focus groups.

- Collaborate with other organizations and partners who affect the ongoing work of the Initiative.
- Supporting organization of resources and materials for the Initiative and helping to create systems for use on the web.
- Assisting with developing content for focus groups and helping to analyze results of each encounter.
- Mentoring and coaching members of Initiative as appropriate.
- Coordinating other activities as needed with Directors and Executive Assistant.

Qualifications

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Education:

- A Master's Degree in Early Education from an accredited institution.

Professional Experience and Skills:

- Five - ten years related experience in early childhood leadership.
- Ability to work effectively with staff, associates, and internal and external constituents.
- Ability to work with diverse ethnic and cultural organizations and individuals.

Salary: \$15,000 annually, DOE

Please submit your cover letter and resume with the application.

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