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| <b>Job Title</b>      | Project Associate                            |
| <b>PVN ID</b>         | VA-1802-002362                               |
| <b>Category</b>       | Instruction and Social Service               |
| <b>Location</b>       | OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS |
| <b>Department</b>     | Office of Academic Affairs                   |
| <b>Status</b>         | Full Time                                    |
| <b>Annual Salary</b>  | \$50,000.00                                  |
| <b>Hour(s) a Week</b> | 35   |
| <b>Closing Date</b>   | Sep 30, 2019 (Or Until Filled)               |

## General Description

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### Project Description

The **New York Early Childhood Professional Development Institute** is a unique public/private partnership that brings together a range of public agencies, a consortium of private funders, and the nation's largest urban university (CUNY) to create an Institute that focuses on the early childhood workforce to ensure that all young children have access to excellence.

The Informal Family Child Care Project (IFCC) – a project of the Institute – works to elevate the quality of care for children in home-based child care settings in New York City. IFCC assesses, supports and advocates for childcare providers, and builds their skills and capacity to provide safe, high quality care through a comprehensive array of professional development opportunities and services.

The Informal Family Child Care Project (IFCC) will hire 1 full-time (35 hours per week) Project Associate. The Project Associate is responsible for providing strategic support in the implementation of all IFCC programs and services, including the design and coordination of outreach and recruitment, planning and implementation of events, data collection and other administrative duties. The Project Associate reports to the IFCC Director and works closely with all program staff.

## Other Duties

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The IFCC Project Associate will:

- Create and implement annual outreach plan
- Work with communications staff and interns to develop marketing plans to recruit and engage participants in line with program objectives
- Assist in cultivating and maintaining relationships with collaborative partners
- Coordinate targeted outreach events and other recruitment and recognition events

- Assist in the dissemination and compilations of annual outreach surveys
- Assist in the collection and analysis of data to determine program effectiveness and develop strategies for improvement
- Assist in the selection and supervision of part-time interns
- Respond to inquiries on the IFCC warm line, including providing technical assistance and referrals to internal and external resources
- Assist in scheduling and staffing events
- Oversee purchasing and invoicing, including preparing periodic accounting reports
- Perform other reasonably related duties as assigned

## Qualifications

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- Bachelor's degree and at a minimum of two years of experience in successful community outreach/recruitment and administrative experience in a human services or education environment.
- Excellent public speaking skills
- Comfortable and enjoy working with the public and diverse populations; ability to forge strong relationships and demonstrate compassion, sensitivity and respect
- Ability to organize and maintain detailed records, complete necessary administrative paperwork and meet deadlines
- Experience with data collection and databases
- Strong organizational and time management skills; ability to set priorities and complete multiple and complex projects and tasks
- Ability to work independently and collaboratively in a fast-paced, demanding and complex work environment, and adapt to changing situations and priorities.
- Strong computer skills required. Excellent knowledge of Microsoft Office programs, with strong knowledge of Microsoft Excel. Knowledge of design programs preferred (Adobe InDesign) a plus
- Written and spoken fluency, including translation skills in Spanish preferred
- Available to work evening and weekends

Salary: \$50,000

Please submit a cover letter and resume via the Research Foundation website.

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