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<b>Job Title</b>	Project Assistant
<b>PVN ID</b>	VA-1805-002513
<b>Category</b>	Administrative Services
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	PDI
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$15.00
<b>Hour(s) a Week</b>	10.00-15.00
<b>Closing Date</b>	Jul 26, 2018 (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.

### Position Description

The Informal Family Child Care Project (IFCC) will hire 1 part-time (10-15 hours per week) Outreach and Recruitment Specialist (ORS). Reporting to the Coaching and Responsive Engagement (C.A.R.E) Project Coordinator the ORS will provide direct support for implementation of targeted strategies to recruit prospective participants.

## Other Duties

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The IFCC Outreach and Recruitment Specialist will:

- Support implementation of targeted strategies to recruit eligible participants into the program, Help identify and establish communication with community-based organizations and other entities to share information about the program and facilitate referrals
- Inform the design and dissemination of program outreach materials

- Maintain regular communication with Program Coordinator and attend regular project management meetings as required

## Qualifications

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- A high school diploma or equivalent
- At least 3 years experience as a home-based family child care provider in New York City
- Experience conducting outreach and recruitment
- Strong public speaking, interpersonal, listening and organizational skills
- Ability to conduct basic internet research and maintain electronic records
- Ability to work weekdays