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<b>Job Title</b>	Project Assistant
<b>PVN ID</b>	VA-1807-002631
<b>Category</b>	Clerical/Office Services
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS

**Department**

<b>Status</b>	Full Time
<b>Annual Salary</b>	\$40,000.00 - \$43,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Sep 05, 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 one full-time (35 hours per week) Project Assistant. The Project Assistant is responsible for providing support in the administration and implementation of all IFCC programs and services, including data collection, purchasing and invoicing, space reservations and other administrative duties. The Project Assistant reports to the IFCC Director and works closely with all program staff.

## Other Duties

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**Duties and responsibilities:**

The IFCC Project Assistant will:

- Assist in data collection and tracking

- Provide support in communication, outreach and marketing for all IFCC programs
- Assist in the production of periodic accounting and statistical reports
- Assist in the preparation and staffing of program events
- Respond to inquiries on the IFCC information telephone warm line, including providing technical assistance and referrals to internal and external resources
- Assist in scheduling and staffing events
- Assist with purchasing and accounting
- Perform other reasonably related duties as assigned

## Qualifications

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### Minimum Qualifications:

- Associate's degree and at least three years of administrative experience or a Bachelor's degree and at least two years of administrative experience in a human service or education environment
- Comfortable and enjoys working with the public and diverse populations; ability to demonstrate compassion, sensitivity and respect
- Available evenings and weekends
- Knowledge of and experience with conducting public outreach
- Experience with data collection and databases
- Strong organization, project management 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, dynamic 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.
- Written and spoken fluency, including translation skills in Spanish preferred

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

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### EEO

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