



---

<b>Job Title</b>	Early Childhood Regional Coordinator – Mid-Hudson Valley
<b>PVN ID</b>	VA-2312-006001
<b>Category</b>	Managerial and Professional
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$70,000.00 - \$75,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Nov 20, 2024 (Or Until Filled)

## 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 the early childhood workforce across New York State.

### 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 throughout New York State.

The Institute seeks to replicate the Career Development Center and Leadership Initiative in the Mid-Hudson 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 Orange County, NY, and the projects will serve all counties of Mid-Hudson Valley.

The Regional Coordinator will report to the Institute's Director of Career Development and Higher Education and the Institute's, mostly remotely, 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**

**Leadership & Development** Coordinate and supervise a leadership team, each team responsible for different program aspects, including an assistant director and project managers. The Director works with the project leadership team to delegate and carry out project activities.

### **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 support 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 support 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, childcare 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

---

### Other Duties

- Assist with additional fundraising efforts for the project as needed.
- Attending 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

- This position operates in a professional office environment located in Orange County, NY, and is currently hybrid, working 70% in the office. This role routinely uses standard office equipment such as personal computers, laptops, tablets, smart phones, photocopiers, filing cabinets and presentation equipment.
- While performing these duties, the employee is required to perform physical activities such as, but not limited to, lifting items (up to 20 pounds), bending, reaching, and sitting for prolonged periods of time. Reasonable accommodation will be made for employees with disabilities or other needs per RFCUNY policies.
- Ability to travel to other locations/counties across Mid-Hudson region as needed.

### **How to Apply**

Provide a resume and cover letter specifying your qualifications, experience, and interest relevant to this position.