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<b>Job Title</b>	Early Childhood Regional Coordinator-Capital Region
<b>PVN ID</b>	VA-2504-006807
<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>	Dec 31, 2025 (Or Until Filled)

## General Description

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### MISSION

Children thrive when they spend their most critical years with dedicated, educated, trained, and well-compensated individuals. 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 Career Development Center (CDC) at the New York Early Childhood Professional Development Institute offers career development strategies and support to aspiring and experienced early childhood education professionals across all 10 economic regions in New York State. The CDC provides comprehensive career services through recruitment, high-touch advising, and continuing education and professional development opportunities. For early childhood professionals ready to transition into leadership roles, the CDC provides support through the Leadership Initiative. This unique program offers individualized leadership-focused professional development and career planning pathways.

Reporting to the Senior Director of Career Development and Higher Education, the Early Childhood Regional Coordinator will implement CDC career development services and the Leadership Initiative in the Capital Region. This position will be based in Albany, NY, and serve Albany, Rensselaer, Columbia, Greene, Schenectady, Saratoga, Warren, and Washington counties.

The ideal candidate will have up-to-date knowledge of the professional development needs of the early childhood workforce, including leadership development needs, in the Capital Region.

## Other Duties

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### Career Services

- Provide comprehensive career development services to CDC clients with a strong emphasis on advising
- Develop and implement recruitment and engagement strategies for new and existing clients
- Participate in regular CDC team meetings and activities
- Collect and manage data; prepare regular reports on recruitment and career pathway metrics
- Cultivate and facilitate partnerships with stakeholders at institutions of higher education, local school districts, workforce development agencies, early childhood program sites, and QUALITYstarsNY

### Leadership Initiative

- In partnership with the Leadership Initiative coordinating team, create and deliver relevant programming for current and future early childhood leaders
- Manage the Leadership Initiative advisory group for the region and identify potential mentors/mentees
- In cooperation with the communications team, recruit participants using diverse channels of communication and outreach
- Participate in Leadership Initiative coordination team meetings and activities

### Other Duties

- Attend events and visit sites across the region to leverage recruitment activities and deepen the impact of deliverables
- Attend PDI staff meetings and professional development training
- Assist with fundraising efforts as needed
- Perform other duties as assigned

## Qualifications

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### Minimum Qualifications

- Master's degree in early childhood education or a relevant field of study
- 8+ years of leadership experience in early childhood education or a comparable field
- Experience helping professionals build competency in teaching and leadership skills through mentoring, training, staff development, coaching, career counseling, etc.
- Strong knowledge base of both child and adult development
- Demonstrated skill in program management with short- and long-term deliverables
- Track record of developing and sustaining collaborative partnerships with internal and external diverse stakeholders
- Excellent oral and written communication skills
- Strong managerial and interpersonal skills
- Awareness of the academic and professional development resources in the region
- Ability to attend occasional virtual or in-person events on evenings and weekends

### Preferred Qualifications

- Familiarity with the structure and dynamics of higher education, early childhood workforce qualifications, and the NYS teacher certification process
- Background working with underserved populations

#### Physical Requirements

- This is a 70/30 hybrid position, subject to change. Remote work arrangements are not a right or entitlement of employment and, as such, are discretionary and subject to operational needs unless otherwise provided by the CUNY Flexible Work Guidelines. A laptop may be provided if needed to support working remotely.
- 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 accommodations will be made for employees with disabilities or other needs per RFCUNY policies.

Applications without cover letters will not be considered.