



Job Title	Outreach and Communications Coordinator
PVN ID	VA-2511-007099
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS

Department

Status	Full Time
Annual Salary	\$65,000.00 - \$75,000.00
Hour(s) a Week	35
Closing Date	Jan 06, 2026 (Or Until Filled)

General Description

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.

The Outreach and Communications Coordinator supports the Career Development Center by managing client communications, developing outreach materials, and ensuring that program information is accessible and effectively presented. The Coordinator works closely with the Career Center leadership and the Institute's communications team to deliver clear, consistent, and engaging messaging that promotes the Center's services and events.

DUTIES AND RESPONSIBILITIES

Communications & Marketing

- Create engaging written content for various channels, including email campaigns, social media, web content, and print materials.
- Develop personalized messaging that resonates with current, returning, and prospective Career Center clients.
- Edit and proofread communication materials to ensure consistency, accuracy, and alignment with brand standards.
- Update and maintain the Career Center's digital dashboard with relevant, timely content.
- Support day-to-day execution of projects that drive recruitment, engagement, and visibility.
- Monitor communication metrics, including open rates, click rates, and engagement.
- Prepare presentation materials, including PowerPoint decks, handouts, and other visuals for Career

Center leadership.

- Coordinate with internal stakeholders to develop marketing collateral to support multiple purposes

Event Support & Coordination

- Coordinate Career Center events; manage logistics, including invitations, guest lists, signage, materials, and on-site coordination.
- Represent the Career Center at recruitment events; staff information tables, deliver presentations, and perform other outreach duties.
- Develop communication materials for recruitment, networking, and other community events.
- Maintain organized records related to marketing, event planning, and communications.

Other Duties

- Prepare presentation materials including PowerPoint decks, for Career Center leadership
- Attend staff meetings and trainings as required.
- Perform special projects and other duties as assigned.

Qualifications

Minimum Qualifications

- Bachelor's degree in a related field (or equivalent experience).
- Minimum of three years of relevant experience in communications, outreach, program coordination, or related areas.
- Strong writing, editing, and interpersonal communication skills.
- Experience with email marketing platforms and strong knowledge of web communications best practices.
- Proficiency with digital editing and design tools such as Adobe, Canva, PowerPoint, and Microsoft Word.
- Ability to work collaboratively across teams and with external partners.
- Excellent organizational and time-management skills, with the ability to manage multiple priorities.
- Commitment to equity, diversity, and serving multilingual and multicultural communities.

Preferred Qualifications

- Experience in the early childhood or higher education field
- Proficiency in a second language

Work Environment and Physical Requirements

- This position operates in a professional office environment located in Manhattan, 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 accommodations will be made for employees with disabilities or other needs per RFCUNY

policies.

- Ability to travel to other sites as needed across the state.

How to Apply

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