

Early Childhood Regional Coordinator-Capital Region

New York Early Childhood Professional Development Institute

Capital Region, NY

Other

Full-time

Hybrid

\$70,000 - \$75,000 a year

Posted on May 14, 2025

Job Description

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.

Responsibilities

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

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

- **Minimum Education Level:** Master's Degree
- **Preferred Education Level:** Master's Degree

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