

## **New York State Early Childhood Advisory Council Project Positions**

### **Staff & Position Data**

#### **Title: Project Manager – Grade M-1**

**Job Description & Responsibilities:** The incumbent works under the general direction of the Deputy Director and will provide overall project management for the Early Childhood Advisory Council (ECAC) established under the Governor's Children's Cabinet. The incumbent will manage all ECAC activities and daily operations, including the implementation of work plans and manage project staff and resources.

**Minimum Qualifications:** A Bachelor's degree in public policy, sociology, early childhood education, or other related human service degree program and five years experience working in areas related to early childhood, family supports and services, health care, mental health, and education. Demonstrated experience managing large-scale projects. An understanding of policy issues related to young children and their families. Strong writing, oral, and interpersonal skills. Collaborative skills and a team approach to accomplishing work. Able to organize and prioritize tasks and meet deadlines.

#### **Title: Project Assistant – Grade I5**

**Job Description & Responsibilities:** The incumbent reports to the Project Manager and will provide project support for the Early Childhood Advisory Council (ECAC). The incumbent will coordinate the activities for a small group of parents functioning in an advisory capacity to the ECAC; assist the Project Manager and ECAC Co-Chairs in the daily operations of the ECAC, assist in the preparation of informational briefs on timely policy issues and other research synthesis documents, and other duties.

**Minimum Qualifications:** An Associate's degree in administrative assisting or a related field and four years experience working in areas related to early childhood, family supports and services, health care, mental health, and education. Bachelor's degree in public policy, public health, sociology, social work, early childhood four years of experience. Strong organizational, writing, oral, and interpersonal skills. An understanding of policy issues related to young children and their families preferred. Collaborative skills and a team approach to accomplishing work. Able to organize and prioritize tasks and meet deadlines.

#### **Title: Grants/Contract Manager – Grade I8**

**Job Description & Responsibilities:** The incumbent works under the general direction of the Project Manager and will manage the federal State Advisory Council grant and all contracts associated with that grant.

**Minimum Qualifications:** A Bachelor's degree and three years of full-time experience in administering grants and managing contracts and related budgets.

#### **Title: Data Analyst – Grade 23**

The incumbent works under the general direction of the Project Manager and will provide primary analytical, reporting, and staff support to the Data Development workgroup of the ECAC. The incumbent will respond to requests and provide other assistance to the Co-Chairs of the Data Development workgroup and the Project Manager. The incumbent will be responsible for, but not limited to researching and preparing summary report on state approaches to cross-program, unified early childhood data systems; scheduling workgroup meetings, manage workflow and communication; preparing meeting agendas and notes.

Minimum Qualifications: A Master's degree in a related field, with two years of professional experience. Knowledge of state-level data systems, preferably New York State systems, and familiarity with issues related to the creation/development of unified data systems.

**Title: Fiscal Analyst – Grade 23**

Job Description & Responsibilities: The incumbent works under the general direction of the Project Manager and will provide primary analytical, reporting, and staff support to the Finance workgroup of the ECAC. The incumbent will respond to requests and provide other assistance to the Co-Chairs of the Finance workgroup and the Project Manager. The incumbent will be responsible for, but not limited to serving as liaison to the early childhood system cost model consultants; identifying and retrieving resource information to document current levels of expenditures and information essential to construction of the early childhood system cost model, researching and preparing a summary report on state approaches to early childhood system-wide financing.

Minimum Qualifications: A Master's degree in a related field, with two years of professional experience. Knowledge of the New York State early childhood system and of federal, state, local, and private funding mechanisms for early childhood and family support services.

**Title: Policy Analyst – Grade 23**

Job Description & Responsibilities: The incumbent works under the general direction of the Project Manager and will provide primary research, reporting, and staff support to the Quality Improvement workgroup of the ECAC. The incumbent will respond to requests and provide other assistance to the Co-Chairs of the Quality Improvement workgroup and the Project Manager. The incumbent will be responsible for, but not limited to the following duties: conducting a functional cost analysis/workload assessment of the NYSOCFS licensing staff and the NYSED nursery school and UPK monitoring capacity to determine resource uses for QUALITYstarsNY; assisting in preparing applications for funds to support implementation of QUALITYstarsNY.

Minimum Qualifications: A Master's degree in a related field, with two years of professional experience. Knowledge of the New York State early childhood system and of Quality Rating and Improvement Systems. Strong writing, oral, and interpersonal skills. An understanding of policy issues related to young children and their families.

Send resumes to Renee Nasadoski at [renee.nasadoski@ccf.state.ny.us](mailto:renee.nasadoski@ccf.state.ny.us) Refer questions after 6/20 to Bob Frawley, Deputy Director Council on Children and Families 518 473-8081 or [bob.frawley@ccf.state.ny.us](mailto:bob.frawley@ccf.state.ny.us)