

# Outreach And Communications Coordinator

New York Early Childhood Professional Development Institute

Manhattan, NY 10036

Other

Full-time

Hybrid

\$65,000 - \$75,000 a year

Posted on November 11, 2025

## Organization Statement

## 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.

## Job Description

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.

## 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.
- **Minimum Education Level:** Bachelor's Degree
- **Preferred Education Level:** Bachelor's Degree

### **Application Instructions**

Please visit the following link: [Job Post](#)

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

## **Additional Information**

### **RFCUNY Benefits**

#### **[RFCUNY Employee Benefits and Accruals](#)**

### **About the Research Foundation**

The Research Foundation of The City University of New York (RFCUNY) is a nonprofit educational corporation founded in 1963 to provide post-award fiscal and administrative support for CUNY's research and sponsored programs. RFCUNY's services allow CUNY researchers, faculty, and staff to focus on their intellectual curiosity and scientific discoveries, on projects and programs that serve our local and global communities, proposing concrete solutions to society's most pressing challenges.

RFCUNY serves as a fiscal agent and works closely with all the CUNY campus Grants Offices to perform the core functions of post-award financial management for CUNY research projects and sponsored programs. These functions include legal assessment and signing of agreements where RFCUNY is named as a fiscal agent; setting up award accounts; preparing sub-awards and assisting PIs in monitoring the work of the recipients of sub-awards; supporting project directors with hiring and managing research project and sponsored program staff; supporting the purchasing and paying for goods and services with grant and program funds; managing financial aspects of projects including accounts receivable, financial reporting, invoicing, budget monitoring, and cost compliance with uniform guidance; ensuring that sponsor financial requirements are met; monitoring compliance with applicable project and financial management rules and laws; supporting the management of independent and external audits and financial reviews; and providing data, information, management expertise, and other supports to CUNY's research and sponsored programs.

### **Equal Employment Opportunity Statement**

The Research Foundation of the City University of New York is an Equal Opportunity/Affirmative Action/Americans with Disabilities Act/E-Verify Employer. It is the policy of the Research Foundation of CUNY to provide equal employment opportunities free of discrimination based on race, color, age, religion, sex, pregnancy, childbirth, national origin, disability, marital status, veteran status, sexual orientation, gender identity, genetic information, marital status, domestic violence victim status, arrest record, criminal conviction history, or any other protected

characteristic under applicable law.

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