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Infant Toddler Specialist Day Care Council of New York

Now in its 73rd year, the Day Care Council of New York (DCCNY) is a membership, advocacy, and service organization for New York City's early childhood education providers and families seeking services. DCCNY plays a key role in supporting the growth and development of New York City's early childhood workforce and is seeking to expand its support for its member organizations in this area.

Job Description

As a part of the DCCNY's Child Care Resource and Referral (CCR&R) program, the Infant/Toddler Specialist will work with the Program Director to build and enhance quality early childhood education settings for infants and toddlers, families, and child care professionals. The Specialist will work collaboratively with other Infant/Toddler Specialists in the NYC CCR&R Consortium, as well as, become an integral part of the statewide effort on programming for infants and toddlers headed by the Early Care and Learning Council (ECLC). The ECLC is the membership organization for CCR&R programs across NYS.

Job Responsibilities:

- Conduct site visits to early childhood education program sites and potential infant/toddler care settings.
- Provide enhanced technical assistance to early childhood providers and professionals on best practices in serving infants and toddlers.
- Make available and disseminate information on infant and toddler care best practices to families, child care professionals and the wider community.
- Coordinate, conduct and facilitate appropriate meetings, training opportunities and special events for early childhood education providers and professionals.
- Work collaboratively with other NYC Infant/Toddler Specialists on special projects as an integral member of the NYC Infant Toddler Technical Assistance Resource Center.
- Maintain and submit appropriate statistics, monthly reports, and telephone/site visit logs.
- Facilitate training in Early Childhood Development topics as part of DCCNY's Training Institute catalog.
- Other related duties as assigned.

Qualifications

Master's degree in Early Childhood Education, Human Services or related field. A minimum of three years of work experience in an early childhood education setting including some experience with young toddlers a plus. Candidates must have a working knowledge in the Environmental Rating Scales (ITERS, FCCERS, ECERS). Computer literacy, excellent written, verbal, presentation and organizational skills required. A writing sample will be requested at the time of the interview. Bi-lingual ability and familiarity with NYC child care system are highly desired. The annual salary is \$60,000 with employee benefits.

While DCCNY is currently offering a hybrid work arrangement, some positions require regular in-person engagements with the public. This position is based in our Midtown Manhattan office but may require some

travel throughout NYC. At this time, all staff are required to submit proof of full vaccination against COVID-19 via NYS Excelsior Pass/Excelsior Pass Plus.

Application Instructions

To apply, please submit a cover letter and resume to employment@dccnyinc.org. We are hiring on a rolling basis and encourage interested applicants to apply as early as possible. No calls or recruiters, please.

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The Day Care Council of New York is proud to be an equal opportunity employer, committed to inclusive hiring, and dedicated to diversity in its work and on its staff. We strongly encourage candidates of all identities, experiences, orientations, and communities to apply.