



Special Assistant to the Executive Office Day Care Council of New York (DCCNY)

The Opportunity

The Day Care Council of New York (DCCNY) seeks a highly organized and proactive Special Assistant to the Executive Office to join our team and provide executive-level support to the Executive Director and executive team members. The ideal candidate will also lead special projects and work to ensure efficient operations and effective communication across the organization. They can self-manage, easily toggle between fulfilling detail-oriented administrative needs and leading strategic projects to advance the organization, and quickly analyze and summarize data and information. This full-time, New York City-based hybrid position (3/2) will report to the Executive Director.

About DCCNY

Now in its 76th year, the Day Care Council of New York (DCCNY) is a membership, advocacy, and service organization for NYC's early childhood education providers and for families seeking quality child care and education services. Founded in 1948 to fight for the survival of publicly funded child care centers when federal funds were eliminated at the end of World War II, today, DCCNY continues to play several important roles in NYC's early childhood education system. With a mission to seek support for and assist in the development of quality early childhood education and family and group family care services, which are designed to promote the sound growth and development of children and their families, DCCNY is recognized as a leader in NYC's advocacy community. DCCNY works with member agencies on labor relations, public policy, and training needs.

As a leading research and advocacy organization, DCCNY pushed for NYC's continued expansion of early childhood education, including the launch of Universal Pre-K programs, salary parity for community-based early childhood educators, and the retention of several initiatives introduced through emergency orders in response to the COVID-19 pandemic in support of families' ability to access affordable quality childcare. DCCNY continues to push for public support of high-quality, affordable child care for NYC families with low incomes and serves as a resource to center-based providers and their governing boards of directors and to family and group family child care providers. DCCNY plays a key role in supporting the growth and development of NYC's early childhood workforce.

Key Qualifications and Candidate Profile

Education: A Bachelor's or Master's degree in public administration, nonprofit management, education, or a related field is preferred. However, relevant professional experience will be considered in lieu of formal academic credentials.

Experience: At least three years of experience providing executive-level administrative support and/or managing projects, preferably in a nonprofit or mission-driven organization.

The ideal candidate will exemplify the following competencies and characteristics:

- Exceptional organizational skills and attention to detail.
- Strong verbal and written communication skills, with experience drafting professional documents and presentations.
- Demonstrated ability to manage multiple projects simultaneously and work effectively under pressure.
- High level of discretion and ability to handle confidential information.
- Proficiency in Microsoft Office Suite, Google Workspace, and project management tools.
- Knowledge of or experience in early childhood education, child care, or nonprofit advocacy is a plus.

- Proactive, resourceful, and self-motivated.
- Strong interpersonal skills and the ability to work collaboratively with diverse teams.
- Committed to DCCNY's mission and values.
- Flexible and adaptable in a fast-paced environment.

Key Responsibilities

Executive-Level Administrative Support:

- Provide high-level administrative support to the Executive Director, including managing calendars, scheduling meetings, handling correspondence, and preparing briefing materials.
- Coordinate and support meetings for the executive team, including the General Counsel & Chief Administrative Officer, Chief Program Officer, Chief Policy Officer, and Chief Development Officer.
- Prepare agendas, track action items, and ensure timely follow-up on key deliverables.

Project Management and Strategic Support:

- Take the lead on special projects as assigned by the Executive Director, managing timelines, resources, and stakeholder communications.
- Conduct research and analysis to inform organizational strategies and decision-making.
- Draft reports, presentations, and communications for the Executive Director and executive team.

Operational and Team Coordination:

- Serve as a liaison between the Executive Director, the executive team, and internal/external stakeholders to ensure smooth communication and collaboration.
- Monitor and streamline organizational workflows, identifying opportunities for increased efficiency.
- Assist in the coordination and execution of board meetings and other organizational events, including preparing materials and managing logistics.

Other Functions:

- Provide leadership in implementing cross-departmental initiatives and ensuring alignment with organizational priorities.
- Assist in managing high-priority issues that require immediate attention, serving as a thought partner to the Executive Director.
- Represent the Executive Director in internal and external meetings as needed.

Compensation and Benefits

The salary range for this position is \$60,000 - \$70,000 and is commensurate with demonstrated experience and abilities. DCCNY offers a comprehensive benefits package, including medical/dental/vision coverage, access to 401(k) and defined benefit plans, sick and vacation leave, paid holidays, life and disability insurance, and more. DCCNY is also committed to the professional development and advancement of its staff.

DCCNY thrives on diversity and is an equal employment opportunity for all regardless of race, color, citizenship, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, veteran or reservist status, or any other category protected by federal, state, or local law.

To Apply

Interested candidates should email a cover letter and resume to employment@dccnyinc.org noting **Special Assistant to the Executive Office** in the Subject line. **No calls, please.**