

JOB TITLE: Special Projects Assistant
DEPARTMENT: Program and Evaluation
REPORT TO: NC Pre-K Program Coordinator
SALARY RANGE: \$18 per hour, temporary, with no benefits
HOURS: Part-time, 32 hrs. Per week
POSTED: January 18, 2019
DEADLINE: Open until filled

Durham's Partnership for Children has a part time 32 hour/week temporary position available beginning February 4, 2019 through June 27, 2019 (23 weeks). The Special Projects Assistant will assist the NC Pre-K staff and multiple collaborative community partners with administrative duties related to the Universal Pre-K (UPK) application process with the families of 4 year old children seeking high quality pre-k programs.

The person will perform the following duties:

- Complete UPK applications with interested applicants (primarily Spanish speakers)
- Collect and input child/family data in a centralized data base
- Conduct bilingual child developmental screenings
- Participate in outreach/recruitment efforts
- Perform various clerical and administrative duties

Specific Requirements and qualifications:

- Must be bilingual (converse, read, and write in both Spanish and English)
- Must be able to work independently and efficiently within stated schedule
- Must demonstrate knowledge of the use of the Dial 3 screening tool (training provided)
- Must demonstrate knowledge of the NC Pre-K APP system (training provided)
- Must be familiar with the UPK application process (training provided)
- Must demonstrate abilities related to working with diverse families with young children
- Must demonstrate excellent organizational skills in fast-paced environment
- Must be proficient in Microsoft Word and Excel
- Must have a valid driver's license and regular access to an insured, registered vehicle.

This is a non-exempt position without benefits, other than paid federal holidays that may fall within the employment period. Some weekend or evening hours may be required, with advance notice, not to exceed 32 hours/week. Durham's Partnership for Children is an equal opportunity employer committed to diversity, equity, child safeguarding, and inclusion.

Candidates should send a cover letter and resume to mail@dpfc.net with "Special Projects Assistant" in the subject line.