



JOB TITLE: Program Specialist
DEPARTMENT: Program and Evaluation
REPORT TO: Director of Early Childhood Systems
HOURS: Full-time, 40 hours per week
POSTED: October 18, 2017
DEADLINE: Open until filled

JOB PURPOSE AND OVERVIEW

Durham's Partnership for Children seeks to fill the position of Program Specialist dedicated to ensuring that children in Durham enter school ready to succeed. The Program Specialist will work with the Program and Evaluation team with a primary focus on the NC Pre-K program. The Program Specialist will also assist in planning and support activities related to compliance with Durham's Partnership for Children, local, state, and federal policies and guidelines.

The Program Specialist maintains current knowledge of NC Pre-K Program requirements and procedures to communicate to the community; is responsible for data entry in NC Pre-K Kids attendance reporting system and NC Pre-K APP (application, prioritization and placement) system; participates in the Universal Pre-K recruitment and application intake process; assists in determining eligibility for the NC Pre-K Program within the requirements set forth by DCDEE; collaborates with multiple sites including private childcare facilities, Durham Head Start, and Durham Public Schools; collaborates with partnering agencies to consistently maintain a Pre-K wait list; works with sub-contractors to maintain enrollment throughout the school year; meets internal time-sensitive reporting deadlines.

Requirements:

Must be bilingual in Spanish. Minimum Education and Experience – Bachelor's degree and two years' relevant experience. The successful candidate will have strong administrative skills, be committed to maintaining standards for high-quality child care, have knowledge of or quickly learn child care regulations, and understand early childhood best practices. Key abilities include building positive relationships with collaborating programs, volunteers and community members; working independently and efficiently with a diverse group of people and programs; exemplifying highly organized, detailed oriented work with excellent oral and written communication skills in English and Spanish; computer proficiency, including data entry, spread sheets, and simple design work.

Annual compensation is in the low-mid 30's with a competitive benefits package and 401(k). Please submit a cover letter and resume in one PDF document to mail@dpfc.net, with PROGRAM SPECIALIST in the subject line.

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