



Open Position Notice

Job Title:	Program Specialist	Reports To:	Evaluation Manager
Classification:	Exempt	Department:	Program Coordination and Evaluation
Effective Date:	July 1, 2010; Revised 2/25/16	Salary Grade:	9 (Effective 7/1/2010)
Approved By:	_____	Job Family:	Professionals
Date:	_____		

Position Summary

Program Specialist responsibilities are two-fold: 1) facilitate and integrate the work of the Wake County community in supporting families and preparing children for school who are healthy and ready to succeed and 2) assist in the development and implementation of strategies for assessing the effectiveness of funded activities in achieving projected outcomes related to Wake County SmartStart (WCSS) goals and community wide impact of all activities.

Essential Duties and Responsibilities include the following. Other duties may be assigned. The major areas of focus for this position are:

- **Community capacity building**
- **Administrative responsibilities to WCSS**
- **Monitoring and accountability for funded Partners**
- **Technical assistance and trainings for funded Partners and community organizations.**

Community capacity building that supports the goals and objectives of WCSS include but are not limited to:

- identifying community resources serving young children and families that can be engaged to help achieve WCSS goals and objectives,
- networking community resources together to form an integrated coordinated system to achieve WCSS goals and objectives,
- facilitating collaborative activities to maximize resources and outcomes,
- participating in community activities that contribute to the goals and objectives prioritized by WCSS,
- networking informally with community stakeholders to maintain awareness of community needs, resources and trends,
- serving as a WCSS liaison to assigned local and state interagency committees and initiatives to promote WCSS mission and goals,
- assisting the Director of Programs with special projects, as requested,
- serving as “professional expert” in designated area, as requested by the WCSS Committee or Board of Directors.

Administrative responsibilities to WCSS to address prioritized goals and objectives include but are not limited to:

- assuring compliance with WCSS policies and procedures,
- working with Director of Programs and Evaluation Manager to develop and issue targeted Request for Proposals (RFP) or Request for Applications (RFA) within guidelines identified by the Board of Directors of WCSS,
- participating in the planning and implementation of the proposal review process, including review of submitted RFP/RFA and developing staff recommendations for funding and administrative assistance to the review process,

- collaborating with WCSS Fiscal staff to develop evaluation plans, budgets and contract activity descriptions required for each funded Partner,
- amending contract activity descriptions according to North Carolina Partnership for Children (NCPC) guidelines,
- preparing and distributing information and materials to WCSS staff or volunteers,
- compiling, preparing and providing validated information for required reports including but not limited to:
 - Quarterly Reports required by NCPC
 - Final Activity Reports for each funded Partner
 - Partner Performance Report for each funded Partner
 - Statistical reports needed to determine progress toward Performance Based Incentive System standards and/or other county wide indicators of young child well-being.

Monitoring and accountability for funded Partner responsibilities that ensure completeness and accuracy for contract compliance include but are not limited to:

- developing an evaluation plan/quarterly report format for each assigned funded Partner which:
 - contains projected outputs for people served and services provided,
 - contains projected measurable outcomes that are linked to Board-identified indicators,
 - is reviewed for completeness and accuracy, and
 - is reviewed with funded Partner to resolve any issues.
- monitoring each assigned funded Partner to ensure contract compliance and appropriate documentation,
- analyzing quarterly report data to determine level of program performance (outputs) and effectiveness (outcomes),
- completing site visits as needed and providing feedback to funded Partner, and
- maintaining WCSS program/evaluation file on each funded activity and completing appropriate documentation for all contacts.

Technical Assistance and trainings for funded Partners and community organizations to assist in meeting the accountability requirements of WCSS and address community-wide needs include but are not limited to:

- designing data collection and/or reporting surveys, spreadsheets and reports,
 - providing technology assistance to funded Partners to use reports and surveys,
 - assisting partners with their data collection and outcome reporting requirements,
 - preparing and presenting information/statistics needed to facilitate community work,
 - assessing program implementation with funded Partners,
- providing technical assistance to improve program performance, and
linking providers with community resources that can enhance program effectiveness.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience Master's degree in Early Childhood Education, Child Development, Social Work, Psychology, Public Health, or related field from a college or university; and four (4) years related experience and/or training in childcare environment, program development, evaluation analysis/research; or equivalent combination of education and experience.

Knowledge and Abilities

Ability to establish and maintain professional working relationships with volunteers, providers and community organizations

Knowledge of current theory and best practice in early childhood programs

Ability to collect, organize and analyze information

Effective written and oral presentation skills

Ability to work on team based projects

Ability to work on multiple projects and manage time appropriately and independently

Computer Skills Utilize technology effectively to support duties and responsibilities. Proficiency in word processing, spreadsheet, database, presentation and data visualization skills. Ability to effectively and efficiently use email and Internet/intranet applications

Language and Communication Skills Ability to read, analyze, and interpret financial reports, and legal documents. Ability to respond to common inquiries or complaints from child care providers, regulatory agencies, or members of the business community. Ability to write reports and proposals. Ability to effectively present information to management officials, public or community groups, and/or boards of directors.

Certifications, Licenses Valid driver's license

Safety, Security and Confidentiality This position requires keeping complete confidentiality of all children's information and protecting the confidentiality all child care facility files and records.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, speak and hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An individual in this position will be exposed to conditions typical of traveling office staff. Travel up to 50% of time.

Applications (required) and Resumes may be sent to:

**Receptionist
Attn: Program Specialist
Wake County SmartStart
4901 Waters Edge Drive, Suite 101
Raleigh, NC 27606**

Submission by email with Program Spec. in the subject line to:

receptionist@wakesmartstart.org

Closing Date: Friday, March 18, 2016 at 5:00 PM