

JOB DESCRIPTION

JOB TITLE: Grants Technical Assistance Associate

OFFICE LOCATION: Durham

DIVISION: Child Care Resource & Referral

SERVICE AREA: Orange/ Durham/Wake

DEPARTMENT: Technical Assistance

CLASSIFICATION: Exempt

DIRECT SUPERVISOR: Director of Technical Assistance

HOURS PER WEEK: 20 hours

JOB SUMMARY: Coordinate with technical assistance staff working in child care facilities and the Special Programs/Grants manager, all components of the Grants/Awards offered through the Technical Assistance (TA) Department projects to provide financial support and incentives to eligible child care facilities. Support and coordinate early education quality enhancement activities across the Child Care Resource and Referral (CCRR) division.

DUTIES AND RESPONSIBILITIES:

- Treat information on CCSA clients, employees or Board members in a confidential manner
- Assist with monitoring of funds awarded, according to the Grant/Award Reconciliation log
- Complete purchase requisitions and check requests as required by each project
- Gather data and information pertinent to specific reports and enter into required systems
- Draft supporting documentation required for reports to funding sources
- Respond to, research and provide clients with data or information pertinent to their needs
- When grantees close or move, research grantee history and implement collection procedures as appropriate to funding sources
- Assist with the creation of data collection tools and maintain/update database
- Help develop strategies to implement and achieve project goals and outcomes
- Assist with the measurement of success of projects
- Assist with organization of local and agency sponsored events or meetings as directed and participate in events or meetings as directed
- Accept and screen grant and technical assistance applications for completeness and documentation required for eligibility
- Track applications, awards, payments, etc. as required by each project
- Work collaboratively with all CCRR staff members to ensure that standards, policies and practices are consistent across projects
- Participate in agency committees and/or meetings as directed
- Perform other tasks as assigned by agency leadership and/or supervisor

SPECIAL SKILLS:

- Effective oral and written communication skills with internal and external clients
- Computer experience; knowledge of or demonstrated ability to learn FileMaker Pro, Excel, Word, etc.
- Attention to detail with ability to accurately handle large volume of administrative work

EDUCATION AND EXPERIENCE REQUIREMENTS:

- A Bachelor's Degree and a minimum of 3 years experience related to the job duties and responsibilities or 6 years of experience related to job duties and responsibilities.

SPECIAL WORKING REQUIREMENTS:

- An automobile at his/her disposal; a valid, non-suspended NC driver's license and a current automobile liability policy with continuous coverage. Reasonable accommodations may be made at agency's discretion.
- Must be able to manipulate and operate office supplies and equipment. Occasionally required to lift up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities.
- No substantiation or criminal conviction of child abuse or neglect.
- May require need for flexible schedules, including occasional evening and weekend work.
- May work in shared space.

Please submit resume to HR@childcareservices.org

SALARY RANGE: \$31,200 - \$46,800

Please note that both ranges reflect salaries for a full-time employee and must be adjusted for hours fewer than 40.

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