

## **JOB DESCRIPTION**

**JOB TITLE:** Research and EEC Associate  
**DIVISION:** SRDV and Comp. Initiatives  
**DEPARTMENT:** Research and EEC  
**DIRECT SUPERVISOR:** Research  
Manager and EEC Manager

**OFFICE LOCATION:** Chapel Hill  
**SERVICE AREA:** Statewide  
**CLASSIFICATION:** Exempt  
**HOURS PER WEEK:** 40 hours

**JOB SUMMARY:** Assist with all duties associated with program evaluation and public policy research. Specific duties depend on current research projects underway, but may include activities such as: maintaining supplies and ordering as needed and/or directed, ensuring printing and mailings are completed, assisting with motivating and guiding temporary employees as directed, assisting with data collection, entry and checking as directed, and other duties related to overall division functions.

Independently manage the day to day operations of Early Educator Certification (EEC), including caseload management, administrative duties and outreach. Assist in the creation and management of team budget.

### **DUTIES AND RESPONSIBILITIES:**

- Treat information on CCSA clients, employees or Board members in a confidential manner
- Assist with data collection (including phone, mail and email), verification, entry and checking as directed
- Maintain and order supplies and materials needed for research projects as directed
- Complete purchase requisitions, check requests and other paperwork as required by each project
- Gather data and information pertinent to specific reports and studies and enter into required systems
- Draft supporting documentation required for reports to funding sources
- Research and provide data or information pertinent to the needs of the project as directed
- Help motivate and guide the work of temporary employees as directed
- Assist with editing and proofing materials and reports as directed
- Manage EEC caseload as needed (process education and payments, award certification, notify participants, complete data entry, provide customer service)
- Complete all administrative tasks associated with EEC (filing, scanning, copying, document development, supply ordering, mail preparation, etc.)
- Coordinate and assist in EEC recruitment and outreach across the state
- Assist in EEC budget creation and management
- Participate in agency committees and/or meetings as directed
- Perform other tasks as assigned by agency leadership and/or supervisors

### **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 work

### **EDUCATION AND EXPERIENCE REQUIREMENTS:**

- A Bachelor's Degree in Early Childhood Education, Child Development, Psychology, Research, Public Policy, Social Work or related field
- Minimum of 1 year experience related to the job duties and responsibilities preferably directly related to research and/or program evaluation

**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.

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

**Please submit your resume and cover letter to [HR@childareservices.org](mailto:HR@childareservices.org)**

**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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