



Family Forward NC Program Assistant

Job Description

The [North Carolina Early Childhood Foundation](#) (NCECF) is hiring a Family Forward NC Program Assistant to join our team and play a key role in helping us achieve our plans to expand our innovative Family Forward NC® initiative. The initiative's goal is to improve children's health and well-being and keep North Carolina's businesses competitive by creating family-friendly workplace policies.

NCECF's work focuses on promoting understanding, spearheading collaboration, and advancing policies to help ensure every North Carolina child has a strong foundation for lifelong health, education, and well-being supported by a comprehensive, equitable prenatal-to-age-eight system.

Position Overview

The Program Assistant is a new, part-time position (20 hour/week) that is grant funded through January 31, 2025 with the possibility of renewal for one or more additional years. Reporting to the Community Engagement Leader, the Program Assistant supports NCECF's Family Forward NC initiative to create family-friendly workplaces that support family and child well-being. **The Program Assistant will help expand this initiative, including working with underserved communities and historically marginalized populations who are ready to work collaboratively across business, nonprofit, and philanthropic sectors.**

The Program Assistant will build on the momentum to create Family Forward NC Certified Communities, similar to our current community campaign, [Future Ready Greensboro](#). This exciting campaign's goal is to ensure that over 85,000 Greensboro area residents work for Family Forward NC Certified Employers by March 2025.

Benefits of working at NCECF as a part-time employee include:

- Strong remote working culture that provides flexibility and promotes connection;
- Paid holidays (prorated to an employee's FTE) including ten federal holidays, one floating holiday, and the last week of the year; and
- Professional development and networking opportunities.

Responsibilities

The Program Assistant will work with the Community Engagement Leader to identify organizations to create Family Forward NC Certified Communities. This work includes:

- Creating an application process for North Carolina communities to become a Family Forward NC Certified Community;
- Conducting outreach to community organizations to promote the program;
- Managing the application process:
 - building an outreach plan;
 - supporting the communications team's marketing strategy to reach potential community candidates;
 - supporting virtual informational sessions about the program;
 - administering the process; and
 - answering questions about the opportunity and the application process.
- Reviewing and analyzing the applications;
- Preparing an assessment report of the applicants' capacity to conduct a successful local campaign;
- Working with the Community Engagement Leader to narrow the applicant pool;
- Meet with each community organization for follow-up questions and discussions;
- Assisting in the preparation of grant reports; and
- Perform other duties as assigned.

Required Knowledge, Skills, and Abilities

- Ability to effectively conduct community outreach and engagement;
- Organize, analyze, and evaluate information;
- Excellent oral and written communication skills, including experience in report writing;
- Strong interpersonal and problem-solving skills;
- Proactive, creative, flexible, and detail-oriented;
- Computer proficiency in Microsoft Office and Google Workspace;
- Ease and familiarity with Zoom meetings & webinars, and Survey Monkey;
- Ability to thrive in a small team and fast-paced environment;
- Quick learner and self-starter; and
- Team player who is willing to pitch in to support colleagues and the organization's mission.

Education, Training, and Experience

- College degree preferred and 2 years of related professional experience; OR a minimum of three years of directly related professional experience; OR an equivalent combination of training and experience;
- Knowledge of early childhood programs and policies in NC is a plus;
- Knowledge of economic development programs and organizations in NC is a plus;

- Fluency in Spanish is a plus;
- Familiarity with networks of minority-led/owned businesses in NC would be considered a very strong asset for this position;
- Estimated on-the-job training time is three months.

Position Specifics

- The Program Assistant reports to the Community Engagement Leader.
- This is a part-time 20 hour per week position that is grant funded from May 2024 to January 2025, with the possibility of grant renewal for one or more years.
- This is a North Carolina based position and most work is completed remotely. However, the Program Assistant must have the ability to travel to the Triangle area and possibly other parts of the state to attend in-person meetings and events.
- Compensation range: \$23.00 to \$26.00 per hour.
- Benefits: Employees working less than 30 hours per week are not eligible for fringe benefits.

To Apply

- Interested candidates can complete the application and submit an introductory letter and resume on our website (<https://buildthefoundation.org/join-us/employment/>).
- **Application Deadline: April 19th, or until the position has been filled**
- Selection Process: Qualified candidates will be invited to a 30-minute phone interview followed by a one-hour virtual interview if selected to move forward.
- Timeline: Offer of employment expected by late April, with an anticipated start date mid May, 2024.
- For questions, please contact Kaylan Sloane at ksloane@buildthefoundation.org. No phone calls please.

NCECF understands diversity strengthens organizational decision making. We strongly encourage members of traditionally under-represented communities to apply, including people of color, LGBTQIA-identified people, gender-nonconforming people, individuals with disabilities, veterans, and people who speak a language in addition to English.