The Central Coast Children's Foundation, Inc.

Federal Work/Study Position Available: Resource Associate, Local

1. **Organization:** The basic purpose of the Central Coast Children’s Foundation is to help make those agencies already serving children on the Central Coast of California and elsewhere more effective and successful in carrying out their missions. The Central Coast Children’s Foundation, Inc. (CCCF) fulfills this basic purpose by providing an array of supports and services to area nonprofit agencies that serve children with disabilities and/or children from low-income families, as well as to national and international organizations that serve children with disabilities.

2. Examples of **duties to be performed** by the Resource Associate include: (1) Provide direct support to non-profits in Santa Cruz and Monterey Counties (2) Help identify support needs of local non-profits serving children; (3) Assist foundation resident in information-gathering, dissemination, community outreach and record-keeping activities; (4) Draft reports for inclusion on web sites; (5) Provide Internet research and other technology support. ($15-$20/hr., 8-10 hrs per wk.)

3. **Skills and Qualifications Required:** Strong writing skills; excellent academic track record; strong technology skills; good verbal skills; foreign language competencies, understanding of computer tools; superior organizational skills; flexibility; demonstrated interest in civic engagement activities. Interest in/knowledge of core issues addressed by the foundation (e.g., special needs schools in developing areas, literacy, patient:provider communication, assistive technology, cross-age tutoring, augmentative communication in emerging areas, foster care, charter schools) a plus.

4. **Application Process:** (1) Submit resume (presstoe@aol.com): (2) Brief telephone interview with CCCF President; (3) Electronic submission of data (e.g., writing sample) requested during telephone interview; (4) In-person interview.