Federal Work/Study Position Available: Research and Resource Associate (International)

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 Foundation fulfills this purpose by providing 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. ([www.centralcoastchildrensfoundation.org](http://www.centralcoastchildrensfoundation.org), [www.patientprovidercommunication.org](http://www.patientprovidercommunication.org))

2. Examples of **duties to be performed** by the Research and Resource Associate (International) include: (1) Research international service delivery models for identified problem priorities; (2) Help identify support needs of non-profits serving children in emerging areas; (3) Assist foundation president in information-gathering, dissemination, outreach and record-keeping activities; (4) Draft reports for inclusion on web site; (5) Provide Internet research and other technology support. ($15-$20/hr., 8-10 hrs per wk.)

3. **Skills and Qualifications Required**: Very strong writing skills; excellent academic track record; Internet research sophistication; good verbal skills; understanding of core computer tools; foreign language skills, superior organizational skills; flexibility; demonstrated interest in civic engagement activities. Interest in/knowledge of core issues addressed by the foundation (e.g., assistive technology, cross-age tutoring, assistive technology in emerging areas, foster care, special education) a plus.

4. **Application Process**: (1) Brief telephone interview with CCCF President (Harvey Pressman @ above number); (2) Electronic submission of data (e.g., writing sample) requested during telephone interview; (3) In-person interview.