The Central Coast Children's Foundation, Inc.

Federal Work/Study Position Available:
Project Expediter, Local and International

Off-campus federal work-study position available as a project expediter for a Monterey non-profit foundation that promotes expanded opportunities for children with disabilities and children who come from economically disadvantaged backgrounds. Successful candidate will have demonstrated research skills, great writing skills, very strong organizational and documentation skills, and a commitment to promoting change through persuasion and advocacy.

1. The organization: The basic purpose of the foundation (www.centralcoastchildrensfoundation.org) is to help make agencies already serving disadvantaged children on the Central Coast of California and around the world more effective and successful in carrying out their missions. The Central Coast Children’s Foundation, Inc. (CCCF) fulfills this 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 Project Expediter include: (1) Research national and international service delivery models for identified problem priorities; (2) Help coordinate a wide array of international, national and local initiatives; (3) Assist foundation president 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. (Total Time = 8-10 hrs. per wk.) Salary: $15-20 per hour.

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 competencies, superior organizational skills; flexibility; demonstrated interest in civic engagement activities. Interest in/knowledge of core issues addressed by the foundation (e.g., special education, assistive technology, patient:provider communication, emergency response, augmentative communication in emerging areas, foster care, charter schools) a plus.

4. Application Process: (1) Submit resume to 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. (www.centralcoastchildrensfoundation.org, www.patientprovidercommunication.org)