The Central Coast Children's Foundation, Inc.

Federal Work/Study Position Available:
Disaster Preparation Project Expediter, Local and National

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

1. The organization: The basic purpose of the foundation (www.centralcoastchildrensfoundation.org) is to help make agencies already serving disadvantaged children and young adults 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 a wide array of supports and technical assistance services to area nonprofit agencies, as well as to national and international organizations.

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 broad array of local and national initiatives; (3) Draft reports for inclusion on web sites; (4) Provide internet research and other technology support. (Total Time = 8-9 hrs. per wk.) Salary: $17-20 per hour.

3. Skills and Qualifications Required: Very strong writing skills; excellent academic track record; Internet research sophistication; good presentation 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 this position (emergency communication, disaster readiness for children and adults with functional limitations and disabilities) 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)