



Each Child. Every Community. Ready for School and Life

**Job Description**  
**Randolph Partnership for Children**

<b>Job Title:</b>	Family Research Coordinator	<b>Reports To:</b>	Early Childhood Specialist
<b>Classification:</b>	Non-Exempt	<b>Department:</b>	Child Care Services
<b>Effective Date:</b>	August 1, 2022	<b>Salary Grade:</b>	\$23/hour
		<b>Job Family:</b>	PT- 20 hours/week Temporary

**Position Summary**

Family Research Coordinator responsibilities include coordinating outreach and recruitment for the Preschool Exclusionary Disciplinary Study and facilitating the collection of 100 completed family surveys in the local community.

*Training to be provided*

*Assignment: 8/1/22 to 11/30/22.*

**Essential Duties and Responsibilities** The major areas of focus for this position include the following. Other duties may be assigned.

- Outreach and recruitment
- Data Collection

**Outreach and recruitment activities include but are not limited to:**

- Promotion of the study in the community (e.g., events, community meetings)
- Direct recruitment of survey respondents
- Engage stakeholders to support recruitment for family participants
- Distribute print and digital promotion materials
- Share information about early childhood programs and services with families and community members
- Participate in community and stakeholder events
- Maintain communication with families as needed.

**Data collection activities include but are not limited to:**

- Distribute survey (in person, electronically)
- Work directly with community members and community stakeholders to collect survey responses
- Provide end support for survey respondents

- Maintain records and communication with local partnership staff and UNC research team
- Collect and track basic demographic information for respondents.

**Supervisory Responsibilities:** None.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge, Abilities and Skills**

- Knowledge of the local community and network of relationships within the community
- Ability to develop effective collaborative relationships within the community
- Ability to execute assigned tasks independently and manage deadlines
- Ability to effectively communicate with individuals of varying ages, educational levels, racial and ethnic identities, and diverse life experiences
- Ability to collect basic information and protect confidential data
- Basic technology proficiency for survey data collection
- Word processing and email proficiency
- Strong verbal communication and rapport building skills

**Education and/or Experience:** High School Diploma or Equivalency

**Computer Skills:** Utilize technology effectively and efficiently to support duties and responsibilities. Ability to effectively use email and internet/intranet applications.

**Language and Communication Skills:** Ability to effectively and appropriately respond to inquiries from families and community members in person, phone or e-mail. Spanish fluency language preferred but not required.

**Certifications, Licenses:** Valid driver's license required

**Safety, Security and Confidentiality:** This position requires protecting confidentiality of child and family information.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, speak and hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions. An individual in this position will be exposed to conditions typical of traveling office staff.

Travel within the local community will be required. The employee will keep a travel log and will be reimbursed at the current state reimbursement rate. The employee will have office space available at The Randolph Partnership for Children with internet connection. Weekly meetings with The Early Childhood Specialist will be required for providing work related updates and planning.

**Additional Responsibilities/Duties:** The responsibilities described here are expected ONLY if the employee has completed all outreach and recruitment responsibilities prior to November 30, 2022

- Assist in recruitment and enrollment for families that qualify to benefit from the Dolly Parton Imagination Library program
- Engage families who come to the office for a specific activity (i.e., NC Pre-K application) and share other resources or activities that could benefit them
- Assist in recruitment and engagement of volunteers