



Research Assistant Position: GCPC Needs Assessment

Guilford County Partnership for Children (GCPC) is seeking a temporary employee for a paid Research Assistant position to work directly with program evaluation and coordination staff. The Research Assistant will support data collection and analysis to improve and assess the needs of Guilford County's young children and families.

This is a short-term, part-time position, up to 15 hours per week for 5 weeks. The pay rate is \$25/hour.

About GCPC

The Guilford County Partnership for Children (GCPC) is a local non-profit strategically directing over \$17M annually for young children and families in Guilford County. The majority of GCPC's funding comes from state and federal funding through contracts with the NC Partnership for Children (NCPC) and the NC Division of Child Development and Early Education (DCDEE). Additional funding comes from local foundations, corporate, and individual giving. GCPC is part of North Carolina's nationally recognized, statewide Smart Start network. The Partnership's mission is to ensure that all Guilford County children prenatal to five are emotionally, intellectually, and physically ready for success in school.

Position Type:	Part-Time / Temporary, up to 15 hours per week <i>Some evening and weekend hours may be required.</i>
Compensation:	\$25/hour
Length of Position:	5 weeks (beginning in late March/early April 2024)
Reports to	Director of Smart Start Strategy & Impact

Position Description

GCPC is seeking a research assistant to work directly with the GCPC program coordination and evaluation team. The Research Assistant will support data analysis for key informant interviews and focus groups conducted with Guilford County families with children under 5 years of age, early care and education professionals, and others to assess the early childhood landscape of Guilford County. The Assistant will also support outreach and engagement of interview and focus group participants.

Specific tasks may include:

- Support participant engagement and data collection efforts;
- Analyzing data from focus groups, interviews and qualitative surveys;
- Producing written analyses of data trends and themes;
- Participating in GCPC staff meetings as appropriate; and
- Other project-specific tasks as they arise.

Qualifications

- Candidates should demonstrate the following required skills and/or traits.
- A strong commitment to GCPC's mission and core values, including racial equity.
- Interest in participatory, community-driven research.
- Ideal candidate is a graduate student with experience in research and quantitative and qualitative data analysis.
- Extensive experience using Microsoft Excel.
- Careful attention to detail to ensure accuracy of datasets.
- Strong analytical and writing skills.
- Able to present complex ideas clearly and simply to a wide range of audiences.

How to Apply

Submit a cover letter, resume including at least 3 references and short writing sample to operations@guilfordchildren.org. The writing sample should demonstrate your ability to write about data in a way that is accessible for a non-technical audience.

Please upload documents as .doc, .docx, or .pdf files. Incomplete applications will not be considered.

Deadline to Apply: Friday, March 1st.