

**Short-Term Contract Program Assistant**

Date: May 31, 2013
Reports to: Director of Education Initiatives
Status: Contract

Overview of Organization

The Charleston Promise Neighborhood is a progressive nonprofit organization inspired by the Harlem Children's Zone to create a seamless continuum of wrap-around prenatal-to-college services. Through collaborative, multi-year funding support from the cities of Charleston, North Charleston, Charleston County, the Charleston County School District (CCSD), and philanthropic investors, we have formed a unique comprehensive public/private partnership focused on improving parenting, education, employment, housing, healthcare and community revitalization in the 5.6 square mile area of Charleston County, South Carolina that straddles portions of the cities of Charleston and North Charleston. More information at www.charlestonpromise.org.

In an effort to improve education outcomes for students in our Neighborhood and in partnership with the Charleston County School District, CCSD created the CPN Zone Learning Community consisting of Mary Ford Elementary, Chicora Elementary, James Simons Elementary, and Sanders-Clyde Elementary/Middle. This strategy provides a single laser-focus on dynamic resource allocations, focused leadership, and joint programming in our high-poverty elementary schools, which are at significant risk of continued under-performance. CPN's Director of Education Initiatives is also the Associate Superintendent at CCSD for the CPN Zone Learning Community.

Responsibilities

The contractor will be responsible for assisting the Director of Education Initiatives to manage the Achieving Classroom Excellence (ACE) incentives program for the staff in our four elementary schools.

Essential Functions

- Enter and confirm data in complex Microsoft Excel spreadsheets.
- Correspondence with school staff regarding incentive pay.
- Correspondence with College of Charleston Riley Center regarding data analysis.

Qualifications

- Experience with complex Excel spreadsheets.
- Detail oriented.
- Excellent communication skills.
- Experience in education a plus.

Please email your cover letter and résumé in one attachment with CONTRACT PROGRAM ASSISTANT in the subject line:

info@charlestonpromise.org

No phone calls please.

Due to the high volume of applications, only those selected for further discussion will be contacted.

Contract to begin immediately through mid-July at a rate of \$20/hour.

This is a contractor position and this posting does not constitute an offer of employment.