



Contracting Specialist

Would you like to use your contracting knowledge and training skills to support children and families across North Carolina?

NCPC is seeking a strong communicator who strives to provide solution-focused technical assistance, customer support, and ongoing education and training to our local partnerships across North Carolina. The ideal candidate is a detail-oriented professional, who excels at translating complex policies into clear, actionable guidance.

Our Contracting Specialist collaborates interdepartmentally with NCPC teams, to focus on contracting, budgeting, compliance, and non-profit best practices. This position plays a key role in delivering responsive support to the Smart Start network.

Responsibilities include:

- Collaborate with NCPC teams to process contracts and deliver solution-focused technical assistance and training on contracts, budgeting, and compliance ensuring alignment with organizational policies and legislative guidelines.
- Maintain detailed documentation of all technical assistance interactions and activities.
- Contribute to the design, development, and delivery of high-quality training materials, tools, and resources; to enhance accessibility, engagement, and effectiveness of training and technical assistance.
- Establish and maintain strong relationships with local partnerships and NCPC staff to enhance collaboration and effectiveness across the Smart Start Network.

Requirements:

- Associate's degree in relevant field; Bachelor's degree preferred.
- 3 - 5 years customer service/support experience, preferably in the contracting or compliance arena or an equivalent combination of education and experience.

Compensation & Benefits:

The new hire will be eligible for our generous benefits package including free employee-only health coverage and a 7% discretionary company contribution to the 401k.

Pay range: \$50,000 - \$53,000

This is a Raleigh-based remote role, which will typically involve up to 10% travel within North Carolina.



At NCPC we know that achieving our mission is only possible through partnership and collaboration. We welcome individuals with a wide range of experiences, perspectives, and backgrounds. By recognizing and building on the unique strengths of each team member, we strive to deliver the best possible outcomes for young children and their families across North Carolina.

NCPC has a longstanding commitment to fair and equitable treatment. We do not discriminate on the basis of race, sex, religion, national origin, age, sexual orientation, gender identity, disability, or veteran status.