



<b>Job Title:</b>	Data and Project Coordinator
<b>CCFH Program:</b>	Post Adoption Support Services
<b>Location:</b>	1121 W. Chapel Hill St., Suite 100, Durham, NC
<b>Position Type:</b>	Part-Time (20 hours per week), with possible option for full time (40 hours per week)

**JOB DESCRIPTION**

The Center for Child & Family Health (CCFH) has maintained a trauma-focused outpatient therapy clinic since its inception in 1996. CCFH has been part of the National Child Traumatic Stress Network longer than any other treatment agency in North Carolina. Our clinicians are proficient in the use of several evidence-based treatments with children and families. CCFH is also home to a number of trainers endorsed by the treatment developers; their work has gained CCFH a statewide and national reputation for training agencies to implement and sustain these treatments.

**Duties and Responsibilities** Maintain and improve system for clinical data collection; prepare grant reports under the supervision of the project director; provide event management support (i.e., communication about training sessions with participant, manage registration, support for logistics, etc.); maintain database for all evaluation of services; administer follow-up surveys to adoptive parents; manage project communications (including monthly newsletter; provide administrative support.

**Qualifications for position** Master’s degree in human services field preferred, preferably social work or psychology. Bachelor’s Degree required. Prior experience with project or research data management **required**.

**Reporting and supervision** Reports directly to Dr. Murray (Director of Post Adoption) and indirectly to Dr. Sullivan (Director of Mental Health Services)

**Skills and knowledge required** Proficient use of Microsoft Office programs, including Word and Excel. Use of google forms and online software to create newsletter. Familiarity with Qualtrics online survey software. Solid written and verbal skills.

**Personal qualities** Flexible with regards to shifting demands; highly organized; attentive to detail.

**Amount of travel and any other special conditions or requirements** Occasional travel in personal vehicle (mileage reimbursement provided) to sessions/events. Events may occur during evening or weekend hours, in which case, the employee and supervisor will adjust schedule accordingly. We continue to operate under a hybrid work-from-home/office model, but employees may choose to work entirely in the office if desired.

**Hours per day or week:** 20 hours per week, which may be scheduled flexibly, **although attendance at team meetings is required in person.** Depending on interest and available funding, we may be able to offer a full-time position.

CCFH is committed to building a culturally diverse team and encourage candidates from all backgrounds to apply.

*The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified. Personnel will also perform projects as assigned and other duties as requested.*

**APPLICATION INFORMATION**

Please send a personalized letter of interest and resumes to Ebony Sneed via email at [ebony.sneed@duke.edu](mailto:ebony.sneed@duke.edu) with the subject line: **Post Adoption Data and Project Coordinator**