**Contracts Specialist**

The Down East Partnership for Children of Nash and Edgecombe Counties is a non-profit organization located in Rocky Mount, North Carolina. DEPC is “Committed to Launching Every Child as a Healthy, Lifelong Learner by the End of the Third Grade.”

**Job Description:** The Contracts Specialist supports the development, organization, and monitoring of all DEPC contracts and files. Responsible for the collection and recording of partner financial performance, cash and in-kind contributions, and other resources accessed. Provides support for the Board of Directors, Executive and Finance Committees and Board Development meetings to include typing agendas, taking and typing the meeting minutes. Responsible for placing bid/proposal requests for program services in appropriate newspapers or other media as directed.

**Skills:**

* Strong verbal communication skills
* Ability to manage multiple tasks at the same time
* Attention to detail and accuracy
* Computer proficiency in Word and Excel.

**Experience:**

* A minimum of a two-year associate degree in Business or related field or equivalent combination of education and experience; Bachelor’s degree preferred
* Three to Five years of general office/clerical work experience (or equivalent combination of experience and training) with some fund accounting experience preferred

Salary: $43,000 - $45,000

Full-time position.

Location: Rocky Mount, North Carolina.

On-Site position.

Please submit resume and cover letter to: Lori Winstead, Operations Director, DEPC, lwinstead@depc.org