

NC Office of Strategic Partnerships
Program Support Specialist position description

The [North Carolina Office of Strategic Partnerships](#) (OSP) increases and enhances partnerships between state government and North Carolina's renowned research institutions and philanthropic sector to improve quality of life for all North Carolinians. This includes elevating the State's internal capacity to use and generate evidence in its policy and programmatic functions.

OSP accomplishes this in part by building and enhancing collaborative networks of public officials, research partners, and partners from philanthropy and the nonprofit sector broadly. We prioritize partnerships that are scalable, sustainable, and develop public, open-source resources. Strategic Partnerships is housed in the North Carolina Office of State Budget and Management, which includes data-driven and evidence-based decision making among its priorities.

OSP seeks a **Program Support Specialist** to support the team on an array of existing, emerging, and future efforts focused on institutionalizing partnerships between universities and state government in North Carolina and between state government and the philanthropic sector.

This is an exciting opportunity to support overall efforts to institutionalize partnerships and expand capacity within and between universities and state government.

Responsibilities

- Assist with scheduling and coordinating meetings with representatives from state government, universities, and philanthropy
- Assist with preparation for meetings and other internal and external engagement
- Coordinate logistics for meetings and convenings, including drafting agendas, taking notes, and maintaining action items
- Track and manage meeting invitations, coordinating attendee travel
- Draft and proofread documents
- Establish and maintain organized electronic files
- Assist with travel logistics and prepare travel reimbursement requests
- Assist with documenting outreach and impact
- Conduct online research and gather information from contact with government, university, and funder representatives

Required qualifications

- Detail-oriented, organized self-starter committed to high-quality work and meeting deadlines
- Computer literacy, including Microsoft Office, contact management, and document design
- Willingness to adapt to changes in work assignments, deadlines, and team environment

- Engage successfully with all levels of staff across the organization and externally using exceptional interpersonal skills along with exemplary verbal and written communication abilities
- Commitment to equity, diversity, and inclusion

Structure and timing

- Full-time
- Anticipated start date: as soon as filled
- Based in Raleigh. Due to COVID-19, remote work as needed is expected.
- Salary range \$38,000 - \$45,000 with benefits.

To apply, please send a resume and interest letter to partnerships@osbm.nc.gov.