

NC Office of Strategic Partnerships Program Support Specialist position description

The [North Carolina Office of Strategic Partnerships](#) (OSP) develops, launches, and enhances partnerships between state government and North Carolina's research and philanthropic sectors. 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. The Office of 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.

Responsibilities

- OSP initiates and leads a diverse portfolio of cross-sector projects and opportunities. Depending on the interests, skills, and experience of the person in this role, other responsibilities may include but not be limited to: extensive writing (e.g., research, communication, and policy documents), and involvement with cross-sector partnerships (related to research, data, and evidence-based decision making).
- Assist with documenting outreach and impact including coordinating [Highlights](#) (e.g., outline timeline for completion, brainstorm topics, draft content, transfer content to MailChimp, etc.)
- Oversee OSP webpage content and improvements; support maintenance of [NC Project Portal](#)
- Conduct online research and gather information from contact with government, research organization, and funder representatives
- Draft and proofread emails and documents
- Coordinate logistics for the onboarding and offboarding of interns and new staff
- Establish and maintain organized electronic files for the OSP team
- Assist with scheduling, coordinating logistics, and preparation for internal (e.g., [Monthly Connect](#)) and external meetings with representatives from state government, colleges and universities, and philanthropy (e.g., send invites, track RSVPs, draft agendas, take notes, maintain action items/follow up communications, etc.)
- Track and pay OSP invoices, subscriptions, and p-card statements; monitor office supply inventory and order replacements
- Monitor OSP's shared inbox, flagging items for appropriate team member and ensuring response
- Assist with travel logistics and prepare travel reimbursement requests

Required qualifications

- Detail-oriented, organized self-starter committed to high-quality work and meeting deadlines
- Engage successfully with all levels of staff across the organization and externally using exceptional interpersonal skills along with exemplary verbal and written communication abilities
- Computer literacy, including Microsoft Office, contact management, and document design
- Willingness to adapt to changes in work assignments, deadlines, and team environment
- Commitment to equity, diversity, and inclusion

Structure and timing

- Full-time
- Anticipated start date: as soon as filled

- OSP is based in Raleigh. This position is primarily in-office with an option for hybrid to be discussed on an individual basis.
- Anticipated salary range \$35,000 - \$50,000 depending on experience and expertise; position includes [benefits](#).

To apply, please send a resume and interest letter to partnerships@osbm.nc.gov. Applicants may be asked to complete a performance task.