



CENTRAL VALLEY OPPORTUNITY CENTER

JOB DESCRIPTION

POSITION: Research Specialist
SUPERVISED BY: Planning Director
SALARY: \$49 – 58K, Full Time, Excellent Benefits inc. 401k
LOCATION: Winton (Merced County)
DATE POSTED: August 27, 2025
APPLICATION DEADLINE: Open Until Filled

POSITION SUMMARY: Position Services Programs that Support the Farmworker and Low-Income Community. Works within the Planning Department. Responsible for assisting with corporation planning functions, including development of new programs, proposal preparation, initial program implementation, program monitoring, program evaluation, corrective action plans, and technical assistance as needed. Also assists with maintaining the corporation standards for instruction, school certifications, and vocational school improvement.

EXAMPLES OF DUTIES

1. Under supervision assist with the development, implementation, operation, monitoring, and evaluation of corporation programs.
2. Under supervision assist with reporting and data gathering for vocational school post-secondary certification.
3. Perform program-reporting functions and database management.
4. Perform special studies and research functions.
5. Work with Directors and Instructors in the improvement of vocational courses.
6. Grant writing and public presentations will be required.
7. Knowledge of budget design and management, as well as indirect cost rate principles.
8. Other duties as directed.

REQUIREMENTS

1. BA Degree in Public Administration, Urban Planning, Business, Marketing or related field is desirable. (Experience may be substituted on a year-to-year basis)
2. A minimum of one-year experience in public service programs.
3. Knowledge of Federal, State, and local programs as well as their regulations.
4. Excellent communicative skills; written and verbal.
5. Valid California drivers license and mandatory liability insurance.

A resume must be received to be considered for employment with CVOC.
EOE/At Will Employer