

OMB Control No: 0970-0477

Expiration Date: 3/31/2019

### **Job Description**

The Office of Head Start (OHS) manages grant funding and oversees local agencies providing Head Start services. Head Start promotes school readiness of children under 5 from low-income families through education, health, social and other services. OHS publishes between 60 and -100 funding opportunity announcements (FOAs) throughout the year to solicit proposals from organizations to provide Head Start and/or Early Head Start services in local communities.

Accordingly, OHS is seeking Grant Reviewers to critically evaluate grant applications during the year. Selected applicants will work on a team with two other Grant Reviewers, in collaboration with a Panel Review Chair, to complete the evaluation of multiple applications within a six day panel review. To do so, Grant Reviewers will be expected to read a total of approximately 1,300 pages, when serving on a panel review.

Qualified Grant Reviewer applicants will have strong writing and verbal communication skills, and have the ability synthesize and analyze applications received in response to OHS's FOAs.

Applicants will be required to participate in mandatory trainings prior to their final selection and participation in a panel review. Selected Grant Reviewers will be asked for their availability to participate in panel reviews based on the OHS's annual grant review calendar. Grant Reviewers must maintain an online profile that is used for review invitation purposes. However, participation in grant reviews is *not* guaranteed. OHS anticipates conducting panel reviews during February and March 2018.

Head Start, Early Head Start, or Early Head Start-Child Care Partnership grantee staff, and current training and technical assistance providers are ineligible to apply.

All work is performed in a virtual environment using a variety of technology systems, web-based panel review management systems, and virtual meeting software and other related online systems.

### **Major Responsibilities**

Read the FOA(s), that correspond to your assigned applications, to understand the purpose of the funding announcement, applicant requirements, and criteria to be used to accurately evaluate how each applicant has responded to the requirements of the FOA.

Read applications with a high attention to detail to fully assess the extent to which each applicant has responded to the FOA requirements.

Organize and refer to the documented evidence within an application that supports each aspect of your analysis.

Draft a summary analysis of each applicant's response to the FOA evaluation criterion items, synthesizing content from various portions of the application, as necessary, to fully capture the response to the FOA's requirements.

Actively participate in facilitated discussions based on each review team member's documented strengths and weaknesses. Communicate the basis of your analysis and supporting evidence to the other participants effectively and respectfully. Modify your written analysis of an applicant's response to criterion based on the outcomes of the facilitated discussion, as necessary.

Maintain confidentiality of sensitive data and information.

### **Required Skills**

- Ability to summarize and synthesize information using critical thinking and analytical skills.
- Strong verbal communication and writing skills.
- Ability to complete a high volume of work within specified, tight deadlines and timeframes.
- Self-motivated and self-reliant to work effectively in a highly organized manner.
- Ability to respectfully participate within a team in a professional manner.
- Ability to easily function within a variety of technology systems, Internet, virtual meeting software and other related online systems.

### **Required Tools**

- Designated Workspace
- Telephone or cellular phone
- Computer
- Adobe Acrobat Reader
- Reliable high speed Internet access
  - Back-up plan to access the Internet in the event the primary Internet connection is lost during a panel review

### **Qualifications**

- Bachelor's degree or higher in a field related to Organizational Management, Human Services, Administration, Psychology, Social Work, Early Childhood Education, Communication, English, Writing, and/or combination of experience and education.
- Ability to understand the function of a human services program from a broad perspective; including organizational structure and operations, fiscal management, and community partnerships.
- Experience writing essays, literature reviews, abstracts, book reviews, dissertations, policy briefs, scientific research papers, proposal writing, fact checking etc.
- 3+ years experience participating in professional projects using a team approach.

### **Additional Desired Knowledge/Skills (Not Required)**

- Knowledge of or experience with early childhood education programs including Head Start, Early Head Start, Pre-K, kindergarten etc.
- Prior experience serving as a grant reviewer for a federal agency
- Experience with financial management, budget development, fiscal principles etc.
- Knowledge of child care subsidies
- Bilingual Spanish proficiency with an emphasis on reading comprehension

### **Honorarium**

- Grant Reviewers will be compensated \$350 per day

### **How to Apply**

TBD

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