



## JOB DESCRIPTION

### **Grants Assistant**

(Part-time)

**Person in the Position:** TBD

**FLSA Status:** Non-Exempt

**Reports to:** Manager of Grants & Community Engagement

**Travel:** Less than 10 days a year

#### **QUALIFICATIONS:**

Associate's degree in health and human services, or equivalent combination of education and experience preferred. Strong analytical and problem-solving skills. Strong verbal/written skills required. Strong interpersonal skills essential. Proficient skills in keyboarding, data entry, word processing, and file maintenance Ability to use software to develop spreadsheets and databases. Ability to multi-task numerous administrative activities. Well-organized and detail oriented. Knowledge of and experience working with refugee/immigrant populations preferred.

#### **POSITION PURPOSE:**

The Grants Assistant will provide administrative and technical support to the Grants Manager and Finance Department. The Grants Assistant will provide an essential role in ensuring smooth grant operations, timely processing, quality control, and accurate recordkeeping to support contract and grants management, as well as general administrative support.

#### **Duties include:**

- Research and identify potential grant opportunities based on programmatic, operating, and capital needs of the agency.
- Assist with grant proposal development, including organizing supporting documents, create and solicit support letters, assist with organizing and preparing grant applications.
- Maintain grants database including tracking of contract dates and reporting requirements. Notify department managers of upcoming reports and due dates.
- Assist with special projects, meetings, and event planning as needed.
- Other duties as assigned.

#### **Other Functions:**

Establishes communication and works closely with agency departments to ensure grant and contract compliance.

Participates in agency long range planning to assure future growth and development of The Center.

Promotes The Center in the community by attending community functions, speaking on behalf of the agency and serving as a liaison with related agencies and service providers.

Any other duties required by the agency, contracts, or the supervisory management or the Board of Directors of the agency.