



Position: Grants & Contract Coordinator

Purpose: This half-time position is responsible for coordinating the grant and contract application, review, and reporting process by ensuring that new opportunities are known, deadlines are communicated and tracked, and documentation is complete and organized.

The Grants & Contract Coordinator reports to the Executive Director.

Qualifications: We are looking for someone with a bachelor's degree or equivalent experience and has an interest in developing professional skills as a grant writer. A strong candidate for this position will have excellent writing skills, excel in managing multiple projects, and works well as part of a team, as well as be extremely organized and detail-oriented.

We require that all employees pass a criminal history check. Comfort with learning computer systems and software is a huge plus.

Main Duties

- Tracks grant and contract opportunities and deadlines in our online system called GrantHub.
- Coordinates the application process, tracking assignments of team members who are contributing to the grant/contract proposals including narrative and budgets.
- Facilitates completion of internal and external documents (contracts, MOU's, etc.) with grantors and contract partners.
- Documents and communicates reporting requirements to appropriate team members.
- Assists in resolving issues.
- Acts as liaison with outside grant writer contractors.

Other

- Maintains a comprehensive understanding of organizational programs and needs.
- Attends relevant community meetings, staff meetings, and trainings.
- Acts as a positive spokesperson and advocate for RHY and the organization.

Starting Pay is \$15 - \$16.50 based on experience. Position qualifies for Medical, Vision and Dental as well as the Oregon Saves program.

To apply send a cover letter, resume, at least 3 references (or reference letters), and any copies of required certifications to:

Ann Craig, Executive Director: ann.craig@jacksonstreet.org
or mail to PO Box 1984, Albany OR 97321 or PO Box 285, Corvallis OR 97339