

JOB ANNOUNCEMENT Grant Administrator

Job title	<i>Grant Administrator</i>
Reports to	<i>AISWCD Executive Director</i>

Job purpose

This position will be responsible for the upkeep of paperwork for several grants held by AISWCD.

- Administration of federal and state grants held by AISWCD.

Duties and responsibilities

The primary job duties and responsibilities include, but are not limited to, the following:

Coordinate and track grant progress

- Adhere to the guidelines of the federal and state grant agreement roles and responsibilities.
- Responsible for correspondence between the federal and state grantor.

Generate reports and proper documentation to submit to the federal and state grantors

- Prepare quarterly reports for the federal and state grants
- Prepare monthly and quarterly reimbursement reports for the AISWCD Administrative Coordinator to allow issuance of checks to SWCDs.

Contact and Correspondence representative for AISWCD to the Soil and Water Conservation Districts (SWCDs)

- Answer any administrative questions the SWCDs might have in regards to their contract.
- Email and phone correspondence required.
- Ability to provide webinar training to SWCDs as needed.

Qualifications

Qualifications for this position include the following:

- Minimum of an Associate's Degree
- Knowledge of Grant Administration is a must; Knowledge of Soil and Water Conservation Districts, the Natural Resources Conservation Service, Illinois Environmental Protection Agency grant programs, and Illinois Department of Agriculture – Bureau of Land and Water Resources.
- Must know the following programs: Microsoft Suite, Outlook and a webinar program of your choice
- Have interpersonal skills; be able to work as a team; be a self-motivator; and communicate efficiently and effectively
- A minimum of 3 years' experience can be substituted for an Associate's degree

Position Details

- Position is Monday – Friday
- Starting at 25-28 hours/week with the potential to be 40 hours/week
- Benefits will be provided with the 40 hour/week position
- Pay will be determined and based on experience and education

Disclaimer: This position is funded by grant administrative dollars and subject to AISWCD receiving grants.

Mail or Email: Resume, 3 References and Transcripts to:

AISWCD

4285 North Walnut Street Road
Springfield, IL 62707

or

Email:

Gina.Bean@aiswcd.org

Kelly.Thompson@aiswcd.org

Due By - Monday, August 31st, 2015