

Vacancy Announcement

Grants Coordinator

The Grants Coordinator, in collaboration with other District staff, will coordinate grant writing, management, and administration. This position will be involved in all aspects of grant procedures including agreements, contracts, and compliance from concept to completion. The ideal candidate is a team player with a diverse skill set who can work effectively in a collaborative environmental and is self-directed.

This is a full-time supervisory position with flexible scheduling, paid leave, and medical benefits. The position works under the direct supervision of the District Manager. District employees are subject to normal management reviews and serve at the discretion of the Board of Directors.

Minimum Qualifications:

The Grants Coordinator must be an accomplished grant writer with strong writing skills, be self-directed, detail oriented, and experience including:

- Grants, Agreements, and Contract Administration.
- Knowledge of budget preparation.
- Knowledge and experience working in an office setting.
- Excellent organizational, verbal and written communication skills, including public speaking.
- Excellent office computer skills including MS Word, Excel, and PowerPoint.
- Ability to work both independently and as part of a team.
- A valid California Driver's License and proof of current auto insurance.

Desired Qualifications:

- An undergraduate degree in Public Administration, Business Administration, or related field.
- A four-year degree or equivalent work experience in a natural resource related field.
- Knowledge of Conservation Districts and administrative experience in natural resources.
- Preparation of MOUs, MOAs and working agreements.
- Completion of grant writing training or seminars.

Duties Include:

- Investigate and pursue grant opportunities determined to be within the District's field of interest.
- Coordinate all District grant writing including review and approval of grants written by other staff members.
- Prepare and submit grant applications as requested and approved by the District. Follow-up on submitted grant applications and status of grants.
- Coordinate closely with Fiscal management, project coordinator(s), and District Manager for budget preparation, project estimates, and general project progress.
- Prepare and track grants, agreements, and contracts with other individuals, agencies and groups. This includes ongoing partner development with federal, state, local, non-profit sources.

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

- Assist Fiscal Manager and Project Coordinators in preparation of accounts receivable invoices for the awards based on funder requirements.
- Prepare, submit, and track budget extensions or scope of work modification requests for awards.
- Track match requirements for awards, and assist or prepare match documentation.
- Attend grant preparation and training seminars as needed.
- Maintain project account lists, and assist with assigning new grant codes.
- Prepare hard copy and digital files for all new awards, maintain files throughout the life of the project, and according to funder requirements.
- Maintain files and records according to established systems.
- Assist with ongoing tasks to ensure the District is compliant with state, federal, and organizational guidelines.
- Assist with budgets and reports as needed.
- Other duties as assigned.

Work Environment:

Standard office work environment. Depending on the season and program needs, the average workweek will change at times. Typical workweeks are Monday through Friday, five 8-hour days, but there is flexibility within this schedule as approved by the District Manager. The TCRC is a family friendly organization that recognizes the need for flexible scheduling.

Benefits:

The TCRC offers paid medical, vision and dental insurance; 10 paid holidays per year, plus accrued personal time off; contribution to a retirement plan; and a progressive working environment that recognizes the importance of a work/life balance.

Starting Salary Range:

Placement as a Grants Coordinator will be based on years of work experience and education level.

Grants Coordinator Salary Range: \$21.30 - \$28.04 / hr

Closing Date:

First review will take place February 10, 2020, and posting will remain open until filled.

To Apply:

Mail resume and cover letter to Trinity County RCD, Attn: Kelly Sheen, PO Box 1450, Weaverville, CA 96093; or email to ksheen@tcrd.net with "Grants Coordinator" in the subject line; or drop off at our office: 30 Horseshoe Lane, Weaverville, CA.

For More Information:

Call (530) 623-6004