

EASTERN PLAINS COUNCIL OF GOVERNMENTS JOB DESCRIPTION

Grant Specialist

Summary of Position:

Must be able to work independently under the supervision of the Deputy Director serving the seven-county region of the Eastern Plains Council of Governments (EPCOG). This position requires that the specialist perform technical assignments including research, data analysis, oral presentations, grant writing, development of plans, grant management, and other duties assigned as they relate to the position.

This is an FSLA non-exempt position.

Reports directly to the Deputy Director.

This position has contact with other organization employees, public officials, funding agencies, and the general public.

Starting Rate of Pay: \$23.75/hour

Benefits include health and dental insurance, retirement, paid leave, and flexible scheduling.

Please email resumes to vsoule@epcog.org

Essential Duties and Responsibilities:

1. Manage and assist with assigned grants.
2. Assist with duties related to grant writing, research, and management.
3. Maintain accurate and professional order as they pertain to the assigned grants.
4. Research other opportunities for grant administration.
5. Prepare reports for the EPCOG board, regional committees, and the public as necessary.
6. Manage public meetings as necessary.
7. Maintain records in accordance with applicable state and federal laws/regulations.
8. Ensures that EPCOG and its mission, programs, and services are consistently presented in a strong, positive image to relevant stakeholders and the general public.
9. Travel may be required.
10. Other duties assigned as they relate to the position.

Qualifications

- Education: Preferably a bachelor's degree in public administration, business, or related field ○ An equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities may be accepted.

- Knowledge of and experience in government programs (state and federal).
- Experience with grant writing and research.
- Proficient computer skills.

- Experience in organizing and facilitating meetings.
- Must have good organizational skills and be able to multitask.
- Proficient in Microsoft Office programs (Word, Excel, Power Point)
- Knowledge and experience with spreadsheets, data management, and analysis.
- Must possess excellent communication skills (oral and written) and interpersonal communication skills.
- Must maintain working relationships with elected officials, other agency

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employees, and the general public.

- Must be willing to learn and develop for the position.
- Must have a valid NM Driver's license and insurable driving record.