

SCHOLARS IN SERVICE – JOB DESCRIPTION

Break the Barriers

Promoting and providing inclusive programs for all abilities, ethnicities, and ages

JOB TITLE: Grant Coordinator Assistant for Environmental and Youth Services Projects. Entry Level

JOB SUMMARY

As a Grant Coordinator Assistant under the supervision of the Grant Management Supervisor, you will assist in coordinating and developing proposals for environmental and youth services projects.

DUTIES AND RESPONSIBILITIES / ESSENTIAL FUNCTIONS

- **Research:** Work with a team to research potential funding sources for environmental programs, youth services, and other community projects.
- **Funding Opportunities:** Assist in identifying local, state, and federal funding opportunities to support environmental and youth services programs.
- **Grant Proposal Assistance:** Support the grant writing team in preparing and organizing grant proposals to secure funding from foundations, corporations, and government agencies.
- **Documentation Support:** Assist in collecting the necessary information and documents for grant applications.
- **Report Preparation:** Work with a team preparing grant reports to ensure compliance with funding requirements and deadlines.
- **Tracking:** Monitor and track grant applications, deadlines, and results.
- **Meetings:** Attend planning and team meetings to gather information for proposals and project documentation.

QUALIFICATIONS

- **Skills:** Interest in learning about nonprofit work, grant writing, and environmental and youth services.
- **Computer Skills:** Basic knowledge of Word, Excel, PowerPoint, and email. Experience with Google Docs and spreadsheets is a plus.
- **Language Skills:** Bilingual skills are helpful but not required.
- **Interpersonal Skills:** Ability to work well with others, communicate clearly, and contribute as part of a team.
- **Problem-Solving:** Strong attention to detail, the ability to prioritize tasks, and meet deadlines.
- **Creativity:** Ability to think creatively and contribute ideas to the team.
- in nonprofit work is a plus.

REQUIREMENTS

- **Commitment:** Able to be available part-time, typically Monday to Friday.
- **Technology:** Comfortable with basic computer tasks (Word, Excel, Google Docs, etc.).

