



## Cow Creek Government Office

### Position Description

**Position Title:** Grants Coordinator

**Department:** Administration

**Reports To:** Chief Health Officer

**FLSA Designation:** Non-exempt

### POSITION PURPOSE:

Primary responsibilities include coordinating all CCH&WC grants with managers and administration staff including preparation of reports, adherence of scope of work, assurance of staff payroll allocations and evaluations per grant guidelines. Works closely with CCBUTI government staff to assure all aspects of grants coordination is within grant committee compliance and tribal need.

### ESSENTIAL FUNCTIONS:

- Develop and maintain CCH&WC Grant Calendar of activities for all staff to view via SharePoint calendar
- Assures scope of work is completed for each grant, with full timelines, cumulatively reported monthly to Chief Health Officer and respective grant managers for Board of Director's Monthly Report.
- Works closely with grant managers to assure grants are reported in a timely manner to each granting agency.
- Acts as liaison with program staff for grant evaluation post-grant completion.
- Tracks finances and spending, per grant, as a back-up to grant managers internal
- Assists grant manager with reporting progress to the Tribal Grants Committee, as requested.
- Identifies funding opportunities and new program areas to match Tribal priorities and requested needs, using research tools.
- Engages with program officers at organizations to solicit invitations to submit proposals, if needed
- Special projects as needed.

### SPECIFIC JOB KNOWLEDGE, SKILL AND ABILITY:

- Comprehensive knowledge of standard office practices, procedures, equipment, and techniques; knowledge of adult learning techniques.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals; ability to write routine reports and correspondence; ability to speak effectively before groups of customers or employees of an organization.

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; ability to apply concepts of basic algebra and geometry.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Experience with and knowledge of computer operation; knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, etc.), and database applications.

**QUALIFICATION STANDARDS:**

- High school Diploma Bachelor's degree preferred in academia related to grant writing.
- Minimum of three years related experience in grant writing and contract administration.
- Proficient with Microsoft Excel and Word.
- Excellent verbal and written communication skills.
- Strong organizational skills.