

VACANCY: Contracts & Grants Specialist

Full-Time, Hourly (non-exempt)

Start Date: Position is open until filled

Compensation: \$25-27/hr. DOE



5cities homeless coalition
resources. support. hope.

5Cities Homeless Coalition is an AA/EEO Employer.

To apply for this position, complete a 5Cities Homeless Coalition Application for Employment, and email it along with a current resumé to charlotte.alexander@5chc.org. Applications available online at 5CHC.org/employment.

5Cities Homeless Coalition is transforming lives in San Luis Obispo County. The Coalition strengthens the community by mobilizing resources, fostering hope, and advocating for those who are homeless or facing homelessness. Our efforts focus on helping the most vulnerable in our community maintain dignity while working toward a new home (or retaining their home). Our work goes beyond the immediate, to ensure clients have the plan, skill sets, education and financial means to be successful and self-sufficient. Since its inception in 2009, 5Cities Homeless Coalition has developed strength as a community leader by working closely with other community agencies and organizations, and has become the "go to" agency for housing and supportive services. We are working to build an engaged community that understands the complexities of homelessness and actively shares the responsibility of creating and implementing solutions to reduce it. 5CHC operates services throughout San Luis Obispo County, with a special focus in South County, connecting our clients to a comprehensive continuum of homelessness prevention, street outreach, employment preparation and placement assistance, individualized case management, supportive services, and housing solutions.

Position Summary

Reporting to the Director of Operations, the Contracts & Grants Specialist organizes and monitors all administrative and financial records relating to contracts and grants received by the organization, establishing work procedures and standards to improve efficiency and effectiveness of operations. The Contracts & Grants Specialist works with the Accounting Specialist, the Operations Assistant, and the Associate Director to track contract and grant income and expenses, submit payment requests, compile required data and reports, and maintain complete records and accurate documentation for audit purposes.

Responsibilities

- Reviews all contracts and grants received by the organization, and documents that all terms, conditions, goals and budgets of each contract and grant are met.
- Tracks grant budget performance with program staff relative to program goals and contract guidelines.
- Prepares all payment requests and supporting documentation and submits them to agencies in a timely manner for reimbursement.
- Ensures that all contract and grant documents are executed professionally, efficiently, on schedule, and in a manner consistent with best practices.
- Ensures that the organization is in compliance with all federal, state and local requirements for the fulfillment of each contract and grant, and documents their successful completion.
- Tracks expenditures of grant funds and updates the organization's financial reports in a timely manner.
- Works to solve any contract-related issues or questions in consultation with the Director of Operations.
- Assists in the preparation and completion of financial statements, budgets, and accounting projects as needed.
- Assists with the annual audit by providing support documentation as needed.

Qualifications

- Minimum three years' financial, business operations and/or administrative experience in community organizations, government agencies, nonprofit organizations or business, preferably working in contract and/or grants management.
- Highly organized, self-motivated, able to work independently, and ability to work with attention to detail.
- Demonstrates strong communication and interpersonal skills, including the ability to create and maintain collaborative work relationships within the organization and with external stakeholders.
- Possesses the ability to manage multiple projects at once, including ongoing training and research in support of contracts and grants administration.

- Demonstrates proficiency in common office software applications, especially MS Word and Excel.
- Can review, analyze and interpret documents, financial reports and technical documents.
- Possesses an understanding of purchasing and supply chain procedures as well as the ability to develop standard operating procedures.
- Works well with a diverse population, including clients, donors, community partners, and co-workers.
- Possesses a four-year college degree in business, finance or accounting (preferred). Other degrees and/or experience will be considered.
- Possesses the ability to vary hours as demanded by job activities. Evenings and weekends may be required pertaining to the position's job requirements.

Other Requirements *(may be met at time of hiring)*

- Successful completion of background screening
- Reliable transportation, a valid California driver's license and proof of auto insurance, and must be able to qualify for employer insurance coverage
- Current tuberculosis test

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed mostly indoors in an office setting. The noise level in the work environment is usually low to moderate in an office setting. Sometimes work may become stressful when working under pressure.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, sit, walk, climb stairs, stoop, talk, hear, reach above and below shoulders, and use hand and finger dexterity for keyboarding and making and receiving telephone calls. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee may be subjected to outside environmental conditions. The employee may be required on occasion to lift and/or carry up to 20 lbs.

5Cities Homeless Coalition is an Affirmative Action/Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, color, religion, creed, national origin, sex, marital status, age, the presence of any disability except where such is a bona fide occupational qualification, or any other protected status covered by federal and state law. This vacancy announcement does not constitute an employment agreement between the employer and employee, and is subject to change as the needs of the employer and requirements of the job change.