



South Central

COUNCIL OF GOVERNMENTS

JOB ANNOUNCEMENT

Grant Writing and Technical Assistance Specialist SOUTH CENTRAL COUNCIL OF GOVERNMENTS

GENERAL DESCRIPTION

This position provides technical assistance, grant writing and grant administration to local government entities and communities located within our region of Socorro, Sierra and Dona Ana Counties. Primary efforts will be to assist in identifying resources and providing technical assistance and administration when applying for state and federal funds. Position involves providing support in person, telephone, email and virtual platforms as necessary. This position is required to perform multiple tasks, working to deadlines, occasional work beyond normal business hours, and responding to inquiries and issues.

Work is primarily performed in a standard office environment. Travel to provide technical assistance and participate in meetings, events, and other activity is required. Occasional overnight travel is also required. Light physical demands; mostly desk work requiring the ability to lift and carry files and reports and frequent use of a computer, telephone, and other office equipment is necessary.

FIRST CONSIDERATION MAY BE GIVEN TO CURRENT SOUTH CENTRAL COUNCIL OF GOVERNMENTS EMPLOYEES WHO MEET THE MINIMUM REQUIREMENTS.

COMPENSATION OFFERED & GENERAL INFORMATION

Starting Salary Range:	\$45,000 - \$60,000 Annually DOE
Health Benefits:	State of NM Health Insurance: Health, Vision, Dental & Life
Retirement Benefits:	State of NM PERA Retirement
Leave:	Annual, Sick and Holiday
Status:	Permanent, Full-time (based on annual funding)
FLSA:	Non Exempt
Supervisor:	Program Manager
Work Location:	Socorro, Sierra, Dona Ana

MINIMUM QUALIFICATIONS

- Bachelor's degree or High school diploma/GED and at least four years of work experience in government administration, business management, project management, community planning, or economic development
- Experience with Windows based computers, internet browsers, and Microsoft Office Word and PowerPoint software is required

MINIMUM DUTIES TO BE PERFORMED

Grant Writing and Technical Assistance Services

- Identify funding opportunities based on plans and needs of various entities
- Write and submit grant applications based on application criteria and timelines
- Assist in developing project budgets as required by the funding opportunity
- Assist in implementation of the project post award

- Assure that the requirements of the grant are administered/managed according to the grant award agreement.
- Monitor, evaluate and document program effectiveness for review and presentation

CERTIFICATES, LICENSES AND OTHER ITEMS REQUIRED

- Valid vehicle driver's license is required.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

- Work is performed primarily in-office and public setting assembly areas. Travel within the state area and beyond is required.
- Must have audio and visual acuity, as well as the ability to communicate both orally and in writing. Mobility is requisite. Some lifting, bending, reaching, and grasping may be involved; maximum lift load would be 30 lbs.

Reply to/Deadline for Applications:

APPLICATION REQUIREMENTS

Email a résumé including the names, addresses, e-mails & telephone numbers of three references:

Email résumé to:

jarmijo@sccog-nm.com in Microsoft Word or PDF format

For questions about this announcement:

Jay Armijo, Executive Director

jarmijo@sccog-nm.com

575-740-0726

DEADLINE FOR APPLICATIONS TO BE RECEIVED:

UNTIL POSITION IS FILLED.