



GRANT & REPORTING ASSISTANT

The Grant & Reporting Assistant is a part-time, administrative position that supports Director of Grant Administration. Primary responsibilities will include: assisting with grant proposals and reports; maintaining grants calendar to ensure compliance and all deadlines are met; draft progress reports; and prospect research.

Essential Functions

1. Track grant application and report deadlines; maintain grant contact list;
2. Assist with the generation of data and narrative for grants applications;
3. Maintain grant office;
4. Conduct research and work with staff to gather client, organizational and industry statistics for use in grants.

Expected Hours of Work

20 hours during Women's Center's Business week Monday through Friday, 9:00 a.m. to 5:00 p.m. Occasional extended evening and weekend work may be required, as duties demand.

Education and Experience

- High school degree required and some college required. Bachelor's Degree (BA) preferred.
- Some experience in the not-for-profit sector.

Additional Eligibility Qualifications

- Excellent verbal and written communication skills.
- Ability to handle multiple work assignments simultaneously.
- Excellent organizational and administrative skills with a strong attention to detail.
- Team player.
- Proficient in use, Microsoft Office, and internet-based research.
- Must be people and results centered.

E-mail current resume and cover letter to:

Jasmine Folan, Director of Grant Administration

jfolan@womenscentertc.org

SUBJECT LINE: Grant & Reporting Assistant