

# **JOB** OPENING

## ADMINISTRATION / BUSINESS

# **GRANT SPECIALIST**

POSITION: PART TIME / PAY RANGE: \$20.00 - \$25.00 PER HOUR

### **RESPONSIBILITIES**

- Researches, proposes, and writes grant applications to sustain and expand equity-centered programming at the Peoria Park District.
- Assists Supervisor of Business Services in reporting on payroll and expenditures related to grant programming.
- Assists Supervisor of Community Connections in reporting on performance data related to grant programming.
- Drafts and edits narrative supplements for mandated grant reporting.
- Collaboratively evaluates program performance and reports on opportunities for process improvement.
- Researches best practices for efficiency and improved equity-centered outcomes.
- Follows all safety procedures that pertain to the duties performed. Supports all aspects of the park district safety programs.
- Performs other duties as assigned.

### **SUCCESSFUL CANDIDATES WILL HAVE**

- Undergraduate or graduate coursework in Communications, Business, Accounting, Nonprofit Leadership or related field. Although coursework is preferred, extensive experience in a like position with similar duties and responsibilities may be substituted for all or part of the educational requirement.
- Experience with grant writing and management.
- Experience with accounting, finance and/or auditing preferred, but not required.
- General knowledge of basic business practices and ability to perform basic business math computations.
- A passion for and/or background in diversity, equity and inclusion programming.
- Proficiency using Microsoft Office or Google Suite, including word processing, spreadsheets and presentation software with strong data entry skills.
- Ability to follow oral and written instructions and communicate effectively as such. Ability to work with limited supervision.
- Ability to maintain requisite records and files and assist in the collections and assembly of information for the preparation of records and reports; perform a variety of clerical record keeping functions requiring tabulation, totaling, coding, and verification.
- Ability to be professional, respectful, accountable, innovative, to follow safety procedures and be equitable to both internal and external customers.
- Ability to demonstrate reliability, initiative, tact and resourcefulness.

### **OTHER**

- Under the direction of the Supervisor of Business Services and Supervisor of Community Connections.
- This position is funded by a grant from the Illinois Criminal Justice Information Authority through June 30, 2022.
- \$20 - \$25 per hour based on qualifications and experience.
- 16 to 22 hours per week.
- While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

