

City of Lowell
Job Posting
Please Post: October 1, 2014
Deadline: October 15, 2014
Career Center of Lowell
Grant Specialist

Job Title: Grant Specialist (1100-DH07, 2074)
Department: Greater Lowell Workforce Investment Board/Career Center of Lowell
Reports to: WIB Director
Salary Range: \$42,915.60 to \$50,311.56 (Grade 7); 35hrs/week; Grant Funded position

JOB SUMMARY:

Qualified candidates for this position must possess excellent writing and computer skills (Microsoft Office: Word, Excel, and Powerpoint) as well as experience in research and analysis. The candidate must be highly organized with the ability to implement and follow-up on processes, effectively work under pressure, use independent judgment and produce quality work under tight time constraints.

The primary responsibility of this position includes the research, identification, analysis, and preparation of grant proposals and applications to support and sustain the objectives of the GLWIB and workforce development in the region. Additional responsibilities include the development of GLWIB Requests for Proposals (RFPs) and the review of associated responses; marketing and communication content utilizing the GLWIB website, newsletter, social media, press releases and other materials; preparation of notices, reports, asset maps, and other GLWIB organizational documents.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Grants

- Researches & identifies available grant opportunities for workforce development projects.
- Conducts the necessary research for preparing grant applications.
- Ensures grant applications are properly prepared and requirements/deadlines are met.
- Contacts, convenes and coordinates meetings of appropriate internal staff, community agencies, municipal and state departments, necessary for required partnerships of each grant application.
- Assists preliminary grant management, implementation, monitoring and closeouts.
- Prepares GLWIB funded RFPs as well as reviews associated proposal applications for approval.

Outreach and Marketing

- Assists in the preparation of written communications including of newsletters, press releases, website content and other social media.
- Assists in the development of reports and data projects such as the Annual Report, GLWIB Regional Profiles, and Training Vendor Asset Map and other projects to be developed.
- Assists in the development and implementation, and continuous improvement of marketing and outreach.

Data Analysis

- Assists in research and analysis of labor market, industry, education, and workforce development trends.

General

- Assists GLWIB Director with updating and editing internal organizational documents.
- Assists GLWIB Director with activities/meetings; attends WIB meetings; attend meetings in the Director's absence when necessary.
- Prepares presentations using MS Powerpoint.
- Preparation of meeting agendas and minutes as necessary.
- Performs other related duties as assigned.

Required Skills

- Excellent communication skills, written, oral and public speaking.
- MS Office including Word, Excel and Powerpoint.
- Database research and analysis skills.
- Strong work ethic and commitment to follow-through.

COST ALLOCATION CLASSIFICATION

The person occupying this position must document and be able to support appropriate allocation of their time. The guidelines to be followed shall be the allocation plan of the City of Lowell/Career Center of Lowell.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

Knowledge of federal and state workforce development programs preferred; Bachelor's Degree in Public Administration, Political Science, Sociology, English, and Technical Writing or related field and one year grant writing experience. Other relevant experience may be substituted for education. Excellent communication (written, oral and public speaking) and analytical skills are required.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; Ability to write routine reports, business correspondence, and procedure manuals; Ability to effectively present information and respond to questions and groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

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.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid driver's license with good driving history required (ability to travel to meetings outside of office as necessary)

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 3 this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear.

The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

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. The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

Qualified individuals send resume and application to the Human Relations Office, Mary Callery, Human Relations Manager, Room 19, City Hall, Lowell, MA 01852 by deadline: 4:00pm, October 15, 2014. Applicants may also email resume and application to cityjobs@lowellma.gov or to fax 978-446-7102.

EOE/AA/504 Employer