



Job Description: Grant Program Administrative Assistant (GPM Dpt Admin. Asst.)

Position Objective: Assist the Grant Program Manager (GPM) in completing activities as related to monthly grant funds expenditures and performance data to achieve program goals and benchmarks.

Report To: Grant Program Manager (GPM)/Director of Education (Dir. of EDU)

Profile:

- Agrees without reservation to the Statement of Principle and Clarity policies
- Exhibit strong organizational skills with a strength in details
- Have computer competencies and strong proficiency in Microsoft Word and Microsoft Excel
- Self-motivated, dependable, responsible and able to carry out responsibilities with little supervision

Responsibilities:

1. Assemble information pertaining to grant responsibilities.
2. Assemble reports for submission to Grantor.
3. Establish a working knowledge of the I Decide for Me programs.
4. Assist the Grant Program Manager with administrative office duties as requested.
5. Perform other tasks to support the overall objectives of grant qualification. This may include, but is not limited to the attending and recording minutes at the monthly Education Team meetings; periodic Education Team retreats, attend Clarity staff meetings; assist with Clarity fundraising events as needed.
6. Back-up all critical information/data to the Clarity server regularly.
7. Provide any data necessary for monthly reports and the Clarity Annual Report.

Compensation: Hourly Pay (15- 20 hours per week)

Note: This position is contingent on the availability of federal grant funding.