



# ROGUE VALLEY COUNCIL OF GOVERNMENTS

## Grants & Contracts Administrator

### Job Announcement

#### ABOUT THE POSITION

The Rogue Valley Council of Governments is seeking a Grants & Contracts Administrator. This is a high profile position providing direct services to RVCOG member entities, focusing primarily on grant administration, grant writing, and project management. Responsibilities include the preparation of RFPs (Request for Proposals), RFQs (Requests for Quotes), and scopes of work; research and compilation of data; contractual compliance; project budget and operations oversight; and ongoing outreach to partner agencies and RVCOG members.

Hours: Full-time, 40 hours per week, Monday through Friday.

Starting Salary: \$4,116.20 to \$4,649.53 per month, depending on experience and qualifications. The top of the salary range is \$5,571.82.

Benefits: Holiday, vacation, and sick pay and medical/dental/vision insurance with small employee contribution available after hire; employer-paid long-term disability, HRA contributions, and 401(a) contributions available after successful completion of six-month trial service.

#### THE PERSON

The ideal candidate will have knowledge of grant writing and administration, project management, labor standards compliance, and public meeting organization and management. Excellent verbal and written communication skills, strong planning, organizational, and computer skills, exceptional skills in performing detailed clerical tasks, and the ability to work independently within the assigned area of responsibility and make competent decisions are also required.

#### DESIRABLE QUALIFICATIONS

In order to be considered for this position, applicants must have a combination of education and experience equivalent to that outlined below, plus any other listed screening qualifications.

- Education: Bachelor's degree in project management, business administration, English, communications, marketing, or related field or coursework.
- Experience: A minimum of 3 years of experience in grant administration, grant writing, and project management. Familiarity with various grant and loan programs a plus.
- Substitution: Any satisfactory equivalent combination of education, training, and experience which demonstrates the knowledge of, skills, and abilities required to perform the duties of the job.

#### APPLICATION PROCESS

For application instructions, please visit [How Do I - Apply For A Job](http://www.rvcog.org) at [www.rvcog.org](http://www.rvcog.org). **A cover letter, current resume, and completed RVCOG Employment Application are required to apply for this position.**

This position will remain open until filled. Interested applicants are encouraged to apply as soon as possible as the position will be filled when a suitable candidate is identified, and applications will be considered as they are submitted.

