

**City of St. Johns
Job Description**

**Grant Writer and Office Assistant – Part Time Employee
Administration Department
Non-Exempt**

General Summary:

Under the supervision of a department head, performs grant writing along with a variety of secretarial and administrative support functions.

Essential Job Functions:

1. Identify and research potential funding opportunities.
2. Understand the mission, vision, and programs of the organization to align with potential grants.
3. Write, edit, and submit high-quality grant proposals within specified deadlines.
4. Develop budgets for proposed projects and programs.
5. Collaborate with various departments within the organization to gather information required for proposals.
6. Follow up on submitted proposals and provide feedback to the organization.
7. Keep detailed records of all submitted, pending, and awarded grants.
8. Maintain a strong knowledge of the organization's programs and initiatives to effectively advocate for funding.
9. Provide regular reports to senior management on grant writing activities and successes.
10. Ensure compliance with grant requirements and regulations.
11. Data entry and ability to interface with web-based application portals.
12. Scheduling.
13. Prepares correspondence, memoranda, documents and reports with accuracy and timeliness.
14. Prepares and maintains routine records and files.
15. Compiles data for administrative purposes as required.

Other duties:

1. Performs other duties to support the overall work of the Administration Department as assigned.

The above responsibilities describe the general nature of the work to be performed by staff in this job classification. Duties outlined in this document are not to be construed as an exhaustive list of all job duties to be performed by personnel so classified.

Qualifications:

Proficiency with MS Office Word and Excel. Strong research skills. Great organizational skills. Strong writing skills. Adaptability and ability to manage multiple projects and deadlines. Effective skills in use and maintenance of office machines. Current high school senior or high school diploma or equivalent, with coursework in creative writing or related field.

Language Skills

Excellent oral and written communication skills. Ability to effectively communicate and prioritize duties.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Physical demands

Frequency required to sit, use hands to finger, handle, or feel, talk and hear. Required to lift up to 10 pounds.

Occasionally required to stand and/or walk; ability to visit sites within the city. This job requires Physical Vision to read documents.

The work environment is very quiet.

The above responsibilities describe the general nature of the work to be performed by staff in this job classification. Duties outlined in this document are not to be construed as an exhaustive list of all job duties to be performed by personnel so classified.