

Wilderness Education Project

Job Description: Grants Facilitator

Wilderness Education Project | Administrative Structure

Reports to: Executive Director

Roles and Responsibilities:

The Grants Facilitator will support the Executive Director on activities and services related to programs from Federal and State level funding. These could include; human resource procedures (hiring/exiting paperwork, employee handbook, forms, and document control); assisting with logistics for scheduling and travel; creating, tracking, and completing purchase orders; creating, organizing, and monitoring contracts; assistance with the coordination of professional development activities as needed; assisting with tracking participant professional hours; maintaining budget costs by purchase orders (for reimbursements of materials, services, and training) using google docs for online accounts with programs with school districts; assistance with preparation of site locations for all grant seminars; attends Advisory Team meetings; record minutes of each Advisory Team meeting; notifies all members of the Advisory Team of monthly meetings; assist with data collection on all programs; help to recruit new educational partners to serve in our Grant Programs; and serves as a point of contact when needed for the Executive Director. The Grants Facilitator will also support grant programs and consultants as required or directed by the Executive Director.

Administrative Duties:

When necessary, the Grants Facilitator will correlate their activities with the Executive Director to contact educational agencies, community partners, workforce development boards, and school districts. Creating and tracking letters of support, memorandums of agreements (MOAs), and other signed documents will be essential for grant applications. Additional documents will be needed to show support and strength toward proposals, along with data research and educational strategies (methodology) that offer solutions to educational barriers. This position will communicate with employers, businesses, organizations, and schools to develop equity and access for participants in establishing outreach and correspondence to WEP Governing and Advisory Boards.

Other Job Responsibilities:

The Grants Facilitator will maintain the following documents below and be the point of contact for all WEP positions to submit weekly and monthly documents:

- A weekly schedule posted of day-to-day activities and appointments
- Timesheets signed and submitted on the due date to the Executive Director
- Monthly updates to be shared with the WEP staff
- Mileage forms signed and submitted once a month
- Reimbursement forms submitted as needed
- Other assignments requested from the Executive Director as needed

Monthly Meetings:

Program Staff will meet monthly or weekly to give updates, status information, and verbal reports.

Education | Qualifications | Skills:

Must be proficient in Microsoft Word, Excel, Outlook, and other Microsoft Software Applications

Must be proficient in Google Applications

Bachelor's Degree required

Work Experience in administrative areas preferred, public relations, strong writing, editing, and presentation skills, ability to multitask, set priorities, develop plans with metrics, meet deadlines, ability to use multiple social media platforms, and do marketing campaigns to help meet program goals.

Please contact:

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