

Wilderness Education Project

Job Description: Grants Program Associate

Wilderness Education Project | Administrative Structure

Reports to: Operating & Information Program Officers

Roles and Responsibilities:

Responsibilities include assisting with direct program activities and services; available to help with project goals and objectives; keep statistical information on students such as demographics, services, and referrals received via daily and monthly reports; attends Advisory Council meetings; and maintain the online, accessible WEP Program Calendar. They must have at least 10 years' experience in data programs and leading projects from the implementation stages to full sustainability. The Associate will have experience with computer programs for data entry, developing protocols to collect, analyze and disseminate data and the process of continuous improvement.

Administrative Duties:

When necessary, the Grants Program Associate will correlate their activities with the WEP Business Department 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.

Communication Duties:

The Grants Program Associate will engage in efforts to promote and conduct outreach to all WEP partners. This will include educating communities, organizations, employers, schools, and other essential audiences about current projects important to WEP, proven ability to manage and implement public relations and communications strategies, solid management of people, projects, and ideas, writing internal and external communications to WEP Governing and Advisory Boards

Location:

This position will work with organizations and schools nationwide. WEP and its staff will ensure the employee's responsibilities do not conflict with any prior employment or retirement obligations. The employee will not be assigned to states or locations that could interfere with those requirements. WEP and NPE will remain flexible and provide opportunities in locations that align with the employee's past employment or retirement restrictions.

Other Job Responsibilities:

- Works through the WEP Business Department with sponsored project leadership teams and external evaluators to help design, administer, collect, and analyze all project surveys/measurements/data.
- Provides data and information for grant writing and reporting.
- Provides feedback on how sponsored projects can be improved.
- Shares data with broader educational communities and implements best practices.
- Coordinates collecting, analyzing and disseminating institutional data, including internal and external data requests.
- Designs, prepares and conducts analysis on various data sets according to institutional requests.
- Presents research findings in written and oral formats.
- Manages and maintains historical data related to student success.
- Assists in strategic planning and planning for grant procurement.

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 or greater

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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Wilderness Education Project

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