Grant Specialist

Job Code 00001494

General Description
Responsible for providing professional support to a grant.

Example of Duties
Gather, interpret, and evaluate data.
Define procedures to meet goals of grant.
Monitor and adjust strategies.
Develop and write narratives for fliers, publications, press releases, and training materials.
Assist in developing and administering surveys.
Assist with compilation of survey results.
Establish contacts with community.
Make and record observations and measurements.
Set up and operate apparatus or equipment.
Conduct specified phases of research projects.
Prepare and conduct workshops with target groups.
Write evaluation reports.
Supervise clerical staff, student workers, and volunteers.
Maintains project database.
Document and record services provided by project.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: subject matter pertaining to grant; descriptive statistics; office policies and procedures; applicable legislation and regulations for project.

Skill in: interacting courteously with others; operation of applicable office software; establishing rapport with others; multitasking.

Ability to: understand descriptive statistics; communicate effectively both written and orally; supervise others; prepare clear, concise, and grammatically correct reports.

Education and Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements