

Washakie County Youth Alternatives Project Coordinator

Job Description:

NATURE AND SCOPE OF JOB: The Project Coordinator is responsible for the overseeing of all grants. The project coordinator searches for applicable grants, prepares grant applications, grant reports financial requests, adheres to all grant contracts and assists other agencies in maintaining programs for youth and families.

SPECIFIC RESPONSIBILITIES AND DUTIES:

- Supervises all grants
- Adheres to all grant requirements, reporting, payment vouchers, match expenses, balancing income and expenses, auditor work, etc.
- Monthly meeting with Youth Alternatives Council
- Consulting with County Commissioners and County Clerk for proper action
- Carries out duties in conformance with Federal, State and County laws
- Search for and complete applicable applications for grant funding
- Maintaining proper certifications

SUPERVISORY RELATIONSHIPS:

- Supervise the duties of the grants
- Fill in when Project Director is gone

KNOWLEDGE SKILLS AND EDUCATION:

- Bachelor's degree
- Previous experience in grant writing
- Typing and computer related skills
- Project management, technology, grant writing skills
- Bookkeeping and accounting skills
- Understanding of contracts
- Understanding of employment and IRS requirements
- Ability to work with agencies and the community at large
- Ability to work with youth
- Ability to strategize new areas of growth for the program

PERSONAL QUALITIES:

- Attention to detail
- Ability to communicate well in public environments
- Ability to learn and take direction from outside sources

SPECIAL REQUIREMENTS:

- Some travel required

HOURS PER WEEK:

- 10 to 15 hours per week