



Nome Community Center, Inc.

PO Box 98
Nome, Alaska 99762
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JOB TITLE: Grants, Contracts & Award Specialist

NATURE OF WORK: This part-time, remote position will assist the Executive Director by supporting Nome Community Center's grant and contract requirements through the entire project cycle from funding identification to closing reports. The GCA act as liaison for donors and the agency and provide assistance to the Executive Director as needed. Some travel may be required.

ESSENTIAL RESPONSIBILITIES:

- Supports and facilitates pre- and post-award sponsored activities throughout the project cycle
- Act as liaison between its donor and administrative support and provide communication with all parties involved
- Assist Executive Director and Program Managers with proposal development
- Interpret funding opportunity announcements, navigate sponsor guidance and policies, and assess and negotiate sponsored awards and agreements
- Keep accurate records to track proposals and funding
- Represent Executive Director for Congressional and State earmarks for special projects in Nome region.
- Ensure timeliness to meet required deadlines
- Coordinate all grant submissions with Authorized Organizational Representatives (AORs)
- Other duties as assigned

MINIMUM QUALIFICATIONS:

- Bachelor's degree or equivalent combination of education and relevant experience
- Ability to analyze and interpret federal/ state and non-federal/state regulations
- Effective writing and analytical skills and excellent written and oral communication skills
- Ability to solve problems, handle multiple priorities, and deliver high-quality work in deadline-drive environment
- High level computer operation skills including electronic grant systems, word processing, spreadsheets and other business programs using both Mac and PC
- Self-motivated with the ability to work independently and accept responsibility as assigned
- Ability to work with other staff, to meet the public, and to render service cordially
- Ability to maintain confidentiality as it pertains to agency and staff records

DESIRED QUALIFICATIONS:

- Experience in grants or non-profit administration in a low resource setting

- Experience with all types of sponsored program award mechanisms, including grants, contracts, subcontracts, and cooperative agreements
- Understanding of grant compliance (human services and government subcontracting)
- Ability to work alone with minimum supervision.
- Familiar with computers.
- Understanding of and ability to work in a cross-cultural environment.
- Criminal background check and fingerprinting required

WORKERS COMPENSATION CODE: 9063

SALARY AND BENEFITS:

SALARY RANGE: \$30.00 - \$47.00 DOE

NON-EXEMPT from the FSLA overtime requirement

HOURS: Part-time (20 hours per week)

SUPERVISOR: Executive Director

Nome Community Center is an equal opportunity employer.

Created 11/1/22

Service to the people of the Bering Straits Region since 1910.