**Project Manager – Grant Administration**

**Position Summary-**

The Program Project Manager manages key projects; ensuring that all assigned portions of projects run efficiently and meet all deadlines. Responsibilities include communication, collection, and compilation of reports, travel to field bi-weekly, coordination and completion of special projects on time within budget and within scope, meet agreed upon deadlines, assign responsibilities and monitor and summarize progress of grant projects, and preparation of reports for Director regarding status of grant and special projects progress.

**Role and Responsibilities-**

* Assists with agreements for parties involved in the project.
* Helps to develop, maintain and track grant budgets.
* Respond to requests and questions from project coordinators, partners, and general inquiries.
* Coordinates with Project Coordinators by scheduling events and providing assistance as needed.
* Achieves operational objectives by contributing information and recommendations in regards to training events; preparing and completing action plans; implementing necessary changes or updates per the request of the Project Director, resolving problems; completing reports; identifying potential issues; determining project improvements; implementing change.
* Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
* Maintain and update Project Task Management worksheet throughout lifespan of project.
* Utilize Constant Contact for communications as determined by Project Director.
* Serve as liaison between project Coordinators and Project Director regarding reporting by communication of deadlines, gathering reports, interpreting numerical data, and compilation for Project Director.
* Assist in planning and implementation of field training events including but not limited to WORMS, Prescribed Burn, and Basic Soil Health & Outreach Best Practices.
* Build personal relationships by traveling to district offices and other necessary locations bi-weekly.
* Other duties assigned by Management.

**Qualification and Education Requirements-**

* Preferred Bachelor degree
* 2 years’ experience with project management tools
* Experience with process improvement
* Excellent oral and written skills
* Advanced time management and analytical skills
* Working knowledge of Microsoft Excel, Word, PPT
* Active Drivers License with good driving record

Job Type: Full time – contractor; 1 year contract to start with potential for renewal.

Salary: $55,000

Experience:

* Grant Implementation: 3 years (Preferred)
* Program Development: 3 years (Preferred)

Education:

* Bachelor's (Required)