



PO Box 528; 1670 Naturita St, Norwood, CO 81423

Phone: 970-327-4288 - Fax: 970-327-0451; www.norwoodtown.com

Grant Coordinator

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Entity: Town of Norwood - Administrative Department

JOB TYPE: Part Time, Temporary; up to 30 hours per week

Compensation: \$29 per hour

Benefits: No benefit package offered

Closing Date: Open Until Filled

Supervision Received: Town Administrator

Supervision Exercised: This position does not have any supervisory responsibility.

POSITION SUMMARY

The Town of Norwood is seeking a positive, ethical, customer service oriented, part-time, Grant Coordinator responsible for seeking and applying for federal, state and private grant opportunities to match the Town of Norwood's mission and goals for its community and entities. The Coordinator will also work with entities of the Town, including Norwood Water Commission, Norwood Sanitation District, and Norwood Marshals Office to explore joint funding or program opportunities. The Grant Coordinator will perform project and program management tasks and activities related to the economic, social, and infrastructure impacts of the COVID-19 Pandemic and other needs of the Town and its entities or designees.

State and federal funding opportunities are opening for the communities who are ready to take advantage and who have program ideas that will have long term benefits.

This part-time, temporary position will receive general supervision from the Town Administrator and will be compensated at a rate of \$29.00 per hour. As a part-time, temporary position, the Grant Coordinator will not be eligible for The Town sponsored insurance and benefit plans.

JOB DESCRIPTION

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Norwood retains the right to modify or change the duties or essential functions of the job at any time.

Essential Tasks, Duties and Responsibilities include, but are not limited to, the following:



- Maintains a complete understanding of all applicable economic, social, and infrastructure recovery related grants, programs, policies, requirements, and procedures from state and federal agencies.
- Researches and applies for grants in coordination with other stakeholder groups while ensuring the community of Norwood benefit from the grants.
- Coordinates local efforts to identify and secure funding from state, federal and non-governmental agencies to support local recovery efforts.
- Makes recommendations for program efficiencies and improvements.
- Coordinates potential stakeholder collaboration and engagement. Stakeholders include Town of Norwood, Norwood Water Commission, Norwood Sanitation District and Norwood Marshals Office.
- Produces monthly reports for the Town Administrator or their designee (as needed).
- Maintains effective and efficient public relations when dealing with citizens and other agencies.
- Performs other related duties as required and assigned.

DESIRED KNOWLEDGE, SKILLS & ABILITIES

- Must possess a proven track record of demonstrated project management skills, specifically grant management.
- Ability to develop and maintain a complete understanding of all applicable grants, programs, policies, and requirements to meet regulations of each.
- Ability to successfully research grants and assist with applications and collaboration with stakeholders.
- Must possess excellent oral and written communication skills.
- Must possess strong critical thinking and conflict resolution abilities, strong collaborative facilitation, and engagement skills as well as the ability to work with a variety of interested parties with diverse skill sets and interests.
- Ability to understand and apply policy to specific circumstances and provide administrative and clerical support of project related activities.
- Must be organized and be able to handle multiple tasks simultaneously.
- Must be able to work in a fast-paced environment.
- Work is subject to after-hours meetings and possible travel to jurisdictions.

DESIRED EDUCATION & EXPERIENCE

- A Bachelor's Degree is desired.
- Grant application and administration experience is desired.
- Experience with computer applications for word processing, information storage and retrieval, spreadsheets, publishing, communications, scheduling, and presentations is required.

PHYSICAL REQUIREMENTS AND WORKING ENVIROMENT

Physical Demands: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*



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This position requires that the employee be able to walk distances over varied terrain. Also requires sitting and driving for extended periods.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work may be performed virtually or in an office setting but may also require travel.

SELECTION GUIDELINES

A formal application, rating of education and experience, oral interview and reference checks will be utilized to select the successful candidate. The duties listed above are intended only as illustrations of the various types of work that may be performed. Other duties may be assigned. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

ADDITIONAL RESOURCES & SUPPORT

Please review the complete job description and submit an official application for the position by visiting <http://www.norwoodtown.com/applications-permits/> for the application. Application and Resume to be emailed to grafmyer@norwoodtown.com or delivered to Town Hall. Interested candidates are encouraged to apply immediately. Candidates are required to complete the application and attach a resume. Please ensure all requested items are submitted and complete for consideration.

Town of Norwood is an Equal Opportunity Employer (EOE)