



Posting Date:	11/15/11	Closing Date:	1/30/12
Job Title:	Grants and Contracts Associate	Job Reference Code:	CIVIL-2011-029

### MAJOR PURPOSE OF POSITION

Subject to continued funding, The Legal Aid Society's Civil Practice has an immediate opening for a Grants and Contracts Associate. The Grants and Contracts Associate will report to the Civil Practice Grants and Contracts Manager. The Grants and Contracts Associate will handle day-to-day grant reporting responsibilities, particularly as related to the collection and entry of data and statistical reporting, program evaluation and other select grants management tasks under the supervision of the Grants and Contracts Manager. The Grants and Contracts Associate will also participate in special projects and assignments as requested by the Civil Practice Attorney-in-Charge.

Under the supervision of the Grants and Contracts Manager, the Grants and Contracts Associate will work with the Civil Practice Technology Coordinator on data collection and reporting issues as well as on the creation of technology solutions to program management and evaluation. Under the direction of the Grants and Contract Manager, the Grants and Contracts Associate will coordinate with The Legal Aid Society's Fiscal Department to assist with the entry of new grant documentation and records into the centralized grants management database, Financial Edge. The Grants and Contracts Associate will also work on data collection practices with the Civil Practice's Administrative Coordinator, supervising attorneys, office managers and support staff in the Practice's neighborhood offices and citywide units. This position is ideal for someone interested in non-profit administration and management who would like exposure to grants management, program evaluation and administration functions, and has strong quantitative skills.

### ESSENTIAL DUTIES/RESPONSIBILITIES

- Work with the Grants and Contracts Manager, Technology Coordinator, supervisors and office managers to ensure that information needed for grant reports is collected and accurately reflected in the case management system
- Synthesize program performance data into meaningful, concise statistical reports for government and private funders
- Prepare and analyze year-to-date grant performance vs. actual performance charts for the Civil Practice Attorney-in-Charge, Grants and Contracts Manager and Practice Administrator, and other program leaders for select grants
- Monitor grant and contract compliance with the Grants and Contracts Manager and Fiscal staff
- Coordinate the collection of expenditure reports from partner agencies on select government and private grants on a periodic basis for submission to the Fiscal staff to support vouchering efforts
- Coordinate check request submissions for reimbursement of partner agencies on select grants
- Maintain and update Civil Practice staffing and funding information, including reporting deadlines
- In coordination with the Fiscal Department, update centralized grants and contracts database.

### SECONDARY DUTIES/RESPONSIBILITIES

- Other duties as assigned

## TRAINING AND QUALIFICATIONS

- Bachelor's degree
- Highly self-motivated and able to work independently
- Demonstrated ability to accurately and quickly gather data, compile information, keep accurate records, and prepare statistical reports
- Strong computer skills, proficiency in Microsoft Office, especially Microsoft Excel, and the ability to work with databases strongly preferred
- Solid quantitative abilities
- Ability to manage relationships and effectively communicate with staff, and ability to work closely with others and as part of a team
- Excellent written and verbal communication skills
- Excellent judgment, ability to handle sensitive or confidential information
- Ability to meet and manage multiple deadlines to grantors and funders
- Excellent organizational skills and attention to detail
- Ability to multitask

## HOW TO APPLY

If you wish to be considered for a position, please submit a cover letter and resume to the e-mail listed below. In addition, please include the Job Reference Code in all correspondence.

<b>Contact Person:</b>	N/A	<b>E-mail:</b>	Jobs-civ@legal-aid.org
<b>Contact #:</b>	N/A	<b>Fax #:</b>	N/A

**The Legal Aid Society is an Equal Opportunity Employer – Women, People of Color, Gays and Lesbians, Transgender People, Veterans and people with disabilities are encouraged to apply.**