Grants and Contracts Coordinator

The Legal Aid Society’s Civil Practice has an opening for a Grants and Contracts Coordinator in its New York office to provide client services.

Subject to continued funding and staffing priorities, The Legal Aid Society’s Civil Practice has an opening for a Grants and Contracts Coordinator. The Grants and Contracts Coordinator will report to the Civil Practice Director of Grants and Contracts Management. Under the supervision of the Director, the Grants and Contracts Coordinator will handle day-to-day grant responsibilities, including: preparation of narrative reports, tracking and analysis of data, statistical reporting, program evaluation, and other select grants management functions. The Grants and Contracts Coordinator will also participate in special projects and assignments as requested by the Civil Practice Attorney-in-Charge. This position is ideal for someone interested in non-profit administration and management who would like experience with grants management, program evaluation and administration functions, and who has excellent quantitative skills.

In this position, you will: collaborate with the Director of Grants and Contracts Management, MIS Department, supervisors and office managers to ensure that information needed for grant reports is collected and accurately reflected in the case management system; collaborate with members of the MIS department on data collection, data integrity, and reporting issues as well as on the creation of technology solutions to program management and evaluation; synthesize and analyze program performance data into meaningful, concise statistical reports for government and private funders; coordinate preparation of and prepare narrative 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 Civil Practice Administrator, and other program leaders for select grants; monitor grant and contract compliance with the Grants and Contracts Manager and Finance Department staff; coordinate the collection of expenditure reports from partner agencies on select government and private grants on a periodic basis for submission to the Finance staff to support vouchering efforts; coordinate check request submissions for reimbursement of partner agencies on select grants; maintain calendar of reporting deadlines and other duties as assigned.

The ideal candidate must have: a bachelor’s degree; be highly self-motivated and able to work independently; a demonstrated ability to accurately and quickly gather data, compile information, keep accurate records, prepare statistical reports, and prepare narrative reports; strong computer skills, proficiency in Microsoft Office, especially Microsoft Excel, and the ability to work with databases strongly preferred; excellent quantitative abilities; excellent written communication skills, including excellent editing and proofreading skills; ability to effectively communicate and work closely with staff as part of a team; excellent verbal communication skills; excellent judgment, including 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; and the ability to multitask.
To Apply: The Legal Aid Society is reducing its carbon footprint and therefore paper applications are not accepted. All applicants must submit a cover letter, resume, references and the Applicant Information Form (http://www.legal-aid.org/info_form.html) electronically in a single PDF document by 1/20/15 to: Jobs-civ@legal-aid.org and include the Job Reference Code: CIVIL-2014-061 in all correspondence and in the subject line of your email. If one or more of the required items are missing or if the application is not in a single PDF, your application will not be processed. INCOMPLETE APPLICATIONS and APPLICATION DOCUMENTS NOT IN SINGLE PDFs WILL NOT BE PROCESSED.

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.