



Housing Authority of the City of Columbia, Missouri

Human Resources

201 Switzler Street, Columbia MO 65203

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GRANTS COORDINATOR

Reports To: Director of Resident Services

Salary Range: E/\$18.00-\$25.00 per hour, plus excellent fringe benefits package

SUMMARY OF POSITION:

This is a grant-funded position that will work on a variety of grant programs and projects, including HHC, ILP, 21st Century, ROSS, and others. This position is a supportive role, working with other grant-funded staff to assist with timely and accurate data entry as well as some financial processing and bookkeeping duties related to the various grants. Success is measured by assisting the team to meet their reporting deadlines, submitting accurate data for billing purposes, and improving workflow efficiency through organization and use of digital databases of various types.

MAJOR DUTIES AND RESPONSIBILITIES MAY INCLUDE AS ASSIGNED:

This position will be responsible for accurately entering text-based and numerical data from paper, verbal, or electronic sources, creating and submitting grant reports, creating and/or finishing purchase order entries, note-taking and transliterating meeting minutes, assisting with grant proposals, preparing conventional financial reports, assisting with grant fund management to include a purchase order process, and other duties as assigned. This position may also be required to assist with grant program events.

This position will be required to retrieve and manipulate large databases of existing data and programs, as well as create new spreadsheets and documents. The Grants Coordinator will also assist with creating and maintaining both electronic and physical client files and financial records. This position will also be responsible for following up with other staff when needed data is missing or invalid. This position may also assist with communication to/from funders.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Must be organized with emphasis on detail and accuracy.
- Knowledge of contemporary office practices and procedures.
- Skilled in use of the computer, office copier and other office machines.
- Skilled ability with 10-key entry.
- Must be proficient in using Microsoft Outlook, Word, Excel, Forms, Teams, Publisher, and Adobe.
- Familiar with data entry in database software and ability to create and organize new databases.
- Ability to understand and quickly follow written and oral instructions.
- Ability to note-take quickly and transliterate accurately.
- Ability to maintain annual budgets.
- Ability to understand allowable grant expenses and manage team spending.
- Ability to manage multiple projects at once and meet deadlines.

- Ability to maintain effective working relationships with co-workers, department heads, and funders.

EDUCATION AND EXPERIENCE:

- Required education: High school diploma or its equivalent.
- Preferred education: Associate degree in Administrative Services, Computer Science, or related.
- Required experience: At least one year of data entry and project management in office setting.
- Preferred experience: Experience with program management software such as Apricot. Experience writing grant proposals. Experience with bookkeeping and finance management.

SPECIAL REQUIREMENTS:

- Must be able to maintain confidentiality.
- Must be able to pass pre-employment drug screening.
- Must consent to and be able to pass pre-employment background checks.
- Must be able obtain and maintain a bank account for the purpose of receiving directly deposited pay.

Employee Signature

Date