

Job Title:	Grant Monitor
Employer/ Agency:	DePelchin Children's Center
Job Description	The Grant Monitor position ensures that grant-funded programs are in compliance with proposal/contract objectives. Additionally, this position ensures that grant and contract implementations are completed responsibly and ethically, following the policies and regulations of grantors and the Agency. Other primary responsibilities include reporting, data-related tasks (data collection, quality control, and data entry), assistance with program development and computer usage. This position participates as a member of the Program Development, Evaluation and Quality Improvement team, as well as part of specific grant-program teams.
Qualifications	BA or BS degree preferred, actively enrolled in college at senior level considered. Six months of experience working in a social service capacity/setting highly desirable. Advanced computer skills - Word, Excel, Outlook, Access. Demonstrated attention to detail. Ability to prioritize, meet deadlines and work under pressure. Ability to write handbooks, manuals as required by grant/contract. Ability to participate in writing renewal proposals for grants as assigned. Ability to learn and use research tools, statistical analysis and research software as needed. Effective communication regarding grant status. Maintain confidentiality.
Application Method	APPLY AT: http://www.depelchin.org/ Go to: Careers Page and search for Req. # 14-0144 Or https://rew11.ultipro.com/dep1000/jobboard/NewCandidateExt.aspx?_JobID=1089
Opening Date	Open Until Filled

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.