



WE ARE HIRING

Grants & Contract Specialist

SUBMIT APPLICATIONS BY DECEMBER 17, 2021

Major Duties

- Maintain schedule of grant renewal application, financial and program narrative reports to federal agencies.
- Advise and train staff on Federal, State and sponsor-level compliance requirements related to subrecipients, procurement, and monitoring, and set up systems, policies and procedures to assure compliance.
- Monitor applicable State and Federal regulations for changes and updates to policies regarding finance, grants, subrecipients, and contracts, and conduct a yearly organizational risk assessment, proactively updating policies and procedures for AAIHB.
- Maintain professional relationship with program staff, finance office, subrecipients, funders, etc.
- Maintain well organized filing system (electronic and hard copy) for all Professional Service Agreements including amendments and Memorandum of Agreements/Understanding for AAIHB.

Knowledge and Skills

- Extensive knowledge of grant funding from private, state, and federal agencies.
- Effective verbal and written communication skills.
- Must be highly organized and able to carry out all responsibilities of the position with minimal day to day supervision.
- High degree of sensitivity to issues of privacy and confidentiality.

See full job description at <http://www.aaihb.org/employment-and-intern-opportunities.aspx>

PREFERENCE:

American Indian applicants will be given preference, in accordance with the exemption provided under Title VII of the Civil Rights Act of 1964.

TO APPLY FOR THIS POSITION:

Send CV/Resume, list of three professional references, salary requirements and cover letter to Joy Stus, Human Resource Manager at jstus@aaihb.org

No phone calls.

AAIHB, Inc is a tribally-owned and operated nonprofit organization that serves tribal communities in New Mexico, southern Colorado, and west Texas.