



Vacancy Announcement

Job Title: Grant Coordinator & Office Admin, Permanent Part-Time

Reports to: SMADC Director

Permanent Part Time: \$20/hour, between 15 – 20 hours a week.

Open: 1/5/2018

Closes: 2/1/2018

Duties:

- Research and write competitive grants (federal, state, foundation, and local).
- Assist director and staff with meetings, workshops, and events. Help to plan, register, coordinate, take notes, set up room, plan food, etc.
- Assist with social media marketing & promotion.
- Provide overall administrative support to others in the office to maintain an efficient office environment to include:
 - answering phones and transfer to the appropriate staff person
 - taking and distributing accurate messages
 - greeting visitors and direct them to the correct staff member
 - receive, sort, and distribute incoming mail
 - prepare outgoing mail for distribution
 - fax, scan, and copy documents
 - maintain office filing and storage systems
 - update and maintain databases such as mailing and contact lists
 - type documents, reports and correspondence
 - keep office area clean and tidy
- Assist with other programs, as time permits.

Necessary Skills:

- Self-starter and capable of independent work
- Ability to network and organize meetings, document minutes and communications
- Ability to work independently, manage multiple tasks, prioritize, and meet deadlines.
- Strong writing skills and grasp of the English language (Spelling, grammar, composition, editing), and the ability to write and edit press releases, reports and other PR. Strong verbal skills to communicate in English with the farm community, legislators, and others.
- Ability to research and identify viable funding opportunities, create compelling written proposals meeting strict formatting and deadline requirements, communicate vision and requests to funders.

Qualifications: Knowledge of office procedures and practices, including operation of standard office equipment. Ability to provide services to visitors and callers, perform work quickly and efficiently, establish and maintain effective working relationships with other in a team work environment.

- Familiar with all the Microsoft software (Outlook, Excel, Word, PowerPoint), as well as Social Media (Wufoo, MailChimp, Word Press, Facebook, Twitter, etc.)
- Ability to communicate effectively and clearly, both orally and in writing.
- Ability to work occasional evenings and weekends as needed.
- Have a valid driver's license.

To apply: Send cover letter, resume, three writing examples (limit to 2 sides) commensurate with the position requirements, and three letters of reference to:

By email to: info@tccsmd.org

Or mail to: Tri-County Council for Southern Maryland, P.O. Box 745, Hughesville, MD 20637