

December 7, 2023**RECRUITMENT ANNOUNCEMENT
Grant and Project Coordinator****Position Pay Range:**
\$69,497.18 - \$99,086.35
Excellent Benefits Package**Open Until Filled****Who We Are:**

The Salem Area Mass Transit District, known locally as Cherriots, is a successful and highly regarded public transit system. We are a mission-minded, values-driven organization that strives every day to deliver a world-class customer experience. We provide local, regional, and paratransit services throughout Marion and Polk counties. But we're not just about transportation. We're changing lives by increasing access to jobs, shopping, and educational opportunities, along with providing businesses with access to a larger workforce. And we assure people that they will be able to access recreational, social, faith-based, and other activities without the need of a car.

About the Role:

Under the general direction of the Capital and Project Control Manager, this position will identify, define, and develop funding sources to support existing and planned District activities; and develop proposals, write project descriptions, compile information required by third-party entities, complete grant applications, and facilitate the submission of grant applications.

The Grant and Project Coordinator will be responsible for monthly, quarterly, and annual reports required by third-party entities. In addition, the coordinator will be responsible for tracking the progress of grants that have been received and ensuring compliance with grant and contract requirements. This will be accomplished by creating compelling proposals and progress updates for existing and potential third-party entities, helping connect third-party entities to the District, and ensuring efficient coordination across internal teams to ensure all deliverables and deadlines are met.

How You Will Make an Impact:

- Identifies Funding/Grant Opportunities for District-wide projects by coordinating with all Divisions.
- Continuously monitors various websites, foundations, and state and federal sources, for grant opportunities.
- Seeks innovative sources of grant funding.
- Maintains a thorough knowledge of county, state, federal, and private grant funding and other resource development opportunities.
- Identifies and analyzes data as outlined in the grant application guidelines.
- Maintains a continuing and effective rapport and working relationship with local, regional, state, and federal offices, to obtain grant-related information promptly.
- Acts as project leader for all assigned grant applications. Creates timelines for grant completion and gathers the necessary information from administrative staff.
- Facilitates grant meetings communicating timelines and needs for successful completion of grant applications, tracking progress, and communicating with the grant application team.
- Performs necessary research to supplement application narrative, budget, or attachments.
- Develops grant applications.
- Works with project managers to develop detailed project budget breakdowns for projects.
- Assembles budget and expenditure information from the project manager and members of the Finance Division.
- Collaborates with stakeholders to complete the grant requirements.
- Maintains and tracks grant requests and reporting requirements.
- Responds to questions concerning grant compliance.
- Collaboratively drafts sub-recipient agreements, updating reporting and reimbursement request forms as needed.
- Ensures open communication with sub-recipients and provides guidance as needed.

What You Will Need to Be Successful in This Role:

- Write clear, structured, articulate, and persuasive proposals while organizing information clearly and precisely.
- Creatively solve problems and make decisions. Be innovative.
- Work within a team and use internal and external resources to perform at a high level.
- Remain calm under pressure and adapt to change.
- Strong collaboration and facilitation with multiple individuals, departments, and divisions.
- Remain abreast of federal and state grant and contract programs.

- Conduct research, analyze findings, prepare, and present clear and precise recommendations and reports.
- Exercise discretion, maintain strict confidentiality, and adhere to ethics standards.
- Strong communication skills that promote positive collaboration and open communication.
- Read, analyze, and interpret technical information, financial reports, and legal documents.
- Respond to inquiries or complaints from regulatory agencies, or members of the community.
- Seek to learn and understand current processes and develop effective and efficient processes that accomplish the goals that need to be met while representing a customer-centric focus.
- Write grant and other resource development activities proposals and articles for publication that conform to the prescribed style and format using computer software programs.
- Work with mathematical concepts such as probability and statistical inference.
- Extract statistics and written information from reports and transfer to other documents.
- Apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Draw programming connections and identify related goals among programs and departments that will both facilitate the District's strategic plan and be more competitive when reviewed by funding agencies.
- Effectively present information to executive management and various outside agencies/partnerships.
- Conduct advanced internet searches.
- Strong contributor in team environments.
- High level of organizational and time management skills, including strict deadline management.
- Independently perform difficult administrative and support work involving the use of independent judgment and personal initiative.
- Skill in successfully obtaining external funding for organizations.
- Strong interpersonal and effective communication skills, both written and verbal.
- Provide specialized financial support to the District's grant-funded capital and non-construction projects.
- Prepare highly complex financial and administrative reports.
- Ensure accurate and timely submission of financial reports to various governing agencies.
- Analyze and interpret financial data and complex documents.
- Establish and maintain strong and effective working relationships with employees and other agencies.
- Appropriately, and professionally navigate difficult people and situations.

- Learn District and departmental operating policies and procedures.

Special Requirements:

- No criminal conviction which may, in the sole judgment of the District, constitute a threat to property or the safety of others.

Required Education and Experience:

- Work requires broad knowledge in a general professional or technical field. Knowledge is typically acquired through four years at an accredited college or university resulting in a bachelor's degree or equivalent in business management, public administration, communication, marketing, planning, economics, finance, accounting, or another closely related field.
- Minimum of three years of experience in grants writing and administration, grants management, and or grants contracts administration, including program development, fundraising, and grant compliance auditing and monitoring.

OR

- Any satisfactory equivalent combination of related experience and training that provides the required knowledge, abilities, and skills.

Working Conditions:

- Duties are performed primarily in an office environment.
- Must travel occasionally to attend meetings and conferences.
- May have to occasionally lift or move objects weighing 25 – 30 pounds.

To apply please submit the application to our Human Resources Department.

Applications may be submitted in person, by email, fax, or mail. Cherriots is not responsible for lost or delayed mail.

Resumes in lieu of the official Cherriots application will not be accepted.

To obtain an application:

- ❖ Email: You may request that an application and recruitment announcement be sent to you by emailing recruitment@cherriots.org. Application materials will be sent via email.
- ❖ Internet: You may download application materials in Microsoft Word format (.doc) or Adobe Acrobat format (.pdf) from the Salem Area Mass Transit District's careers page. Refer to specific current job opportunities of interest at our website: Cherriots.org/careers.
- ❖ Telephone: You may request that an application be sent to you by calling the Human Resources Department at 503-588-2424. Application materials will be sent via email or mail.
- ❖ Fax: You may request that an application be sent to you by faxing the Human Resources Department at 503-361-7532.
- ❖ Mail: You may request an application via mail.
Cherriots
Human Resources Department
555 Court St NE, Suite 5230
Salem, OR 97301

Equal Opportunity Employer

As an equal opportunity employer, we strive to have a workforce that reflects the community we serve. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class. We are committed to providing reasonable accommodations to applicants and employees who need them because of a disability or practice or in observance of their religion, absent undue hardship.



SALEM AREA MASS TRANSIT DISTRICT
Exempt, Non-Bargaining Benefits

as of 7/1/2023

At time of hire

- **Medical and Prescription Insurance** - your choice of Regence Blue Cross Blue Shield or Kaiser Permanente - premium is 100% paid by District
- **Vision and Hearing Insurance** - Ameritas - premium 100% paid by District
- **Dental Insurance** - Delta Dental / MODA - premium 100% paid by District
- **Health Retirement Account** - HRA VEBA - \$1,500 provided by District annually
- **Sick Leave** - 3.70 hours, accrued bi-weekly
- **Admin Leave** - 2.47 hours, accrued bi-weekly
- **Vacation Leave** - Accrued bi-weekly, accrual schedule starts at:
0-2 years of service | 3.08 hours bi-weekly | 10 days per year
- **10 Paid Holidays per year**
 - New Year's Day
 - Martin Luther King Jr. Day
 - Presidents Day
 - Memorial Day
 - Juneteenth
 - Independence Day
 - Labor Day
 - Veterans Day
 - Thanksgiving Day
 - Christmas Day
- **Employee Assistance Program (EAP)** - Confidential assistance with personal problems
- **Universal Bus Pass** - Ride Cherriots buses for free

- **Long Term Disability Insurance** - Reliance Standard
- **Life Insurance, Accidental Death & Dismemberment Insurance** - Reliance Standard
 - \$50,000 for employee - 100% paid by District
 - \$2,000 for spouse - 100% paid by District
 - \$1,000 for dependents - 100% paid by District
- **Employee Retirement Profit Sharing Plan** - MissionSquare Retirement
 - The District contributes 5% of employee's earnings, and;
 - The District matches up to 5% of employee 457 contributions
- **Family Bus Pass** - Eligible dependents ride Cherriots buses for free

MORE
BENEFITS 



SALEM AREA MASS TRANSIT DISTRICT
Voluntary Employee-Optional Benefits
(Employee Funded)

- **Voluntary Supplemental Term Life Insurance - Reliance Standard**
 - Guaranteed issue of \$100,000 for employee, \$20,000 for spouse and \$15,000 for child(ren)
- **Deferred Compensation Plan - MissionSquare Retirement**
- **Legal and Identity Protection - LegalShield and IDShield**
- **Flexible Spending Account (FSA) - Professional Benefits Services**

NOTE:

This is only a summary of benefits provided by Salem Area Mass Transit District for employees and dependents and should not in any way be construed as the full information on these benefits. For further details and requirements, please refer to Personnel Policies and Contracts of Insurance.