Job Description: Grants Coordinator & Navigator

The Grants Coordinator & Navigator shall be appointed by the Board of Trustees upon the recommendation of the President. The salary and terms of employment shall be fixed by the Board of Trustees upon recommendation of the President. This position reports to the Director of Workforce Development.

Qualifications:
Bachelor’s degree required. Must be able to work with business and industry to determine the needs that can be met by Moberly Area Community College (MACC). Ability to work with the public, work without close supervision, follow specific directions as requested, communicate verbally and in writing using proper grammar and punctuation, and demonstrate a professional image and public relations/customer service skills. Computer proficiency with Microsoft Office Suite required. Must have a valid driver’s license as travel with some evening and weekend work will be required.

Description:
This position has primary responsibility for grants and apprenticeship programs offered by the Workforce Development Center to meet the needs of business and industry in the region. This is a full-time, 12-month salaried, exempt position covered by the Public School Retirement System of Missouri (PSRS). This is a grant funded position and position is not guaranteed following the end of the 4-year grant.

The Grants Coordinator/Navigator shall:

1. Assist the Director of Workforce Development in the development and delivery of grants and non-credit classes and programs;
2. Work with internal and external stakeholders in the planning and offering of existing and new grants and non-credit classes and programs;
3. Work closely with professional and government organizations’ laws and policies as they pertain to the grants;
4. Maintain necessary course pre-registrations, registrations, payments, student evaluations, course information, files and records;
5. Maintain records for course enrollments and grants;
6. Prepare periodic statistics, financial reports, and evaluation summaries;
7. Prepare information to facilitate reporting and granting of licensures, certifications, and to appropriate stakeholders and agencies;
8. Assist in the coordination of bids and preparation of requisitions for purchase orders of equipment, materials, and supplies;
9. Recruit and advise potential students;
10. Assist students to address barriers to education (transportation, childcare, etc.), assist in referrals to partner agencies;
11. Provide coaching to students for academic and job success, serving as a liaison between students, faculty, and businesses when needed;
12. Work with social service, community based and other partner agencies continually
13. Prepare and submit reports for state and federal reporting;
14. Maintain database for direct mailings, electronic contact lists and follow-up contacts;
15. Provide input towards the development, planning, and implementation of Workforce Development Center products, training, seminars, and services;
16. Work with Workforce Development Center staff and other MACC departments in coordinating and promoting various center programs; and
17. Perform other duties as assigned by the Director of Workforce Development, Dean of Workforce Development and Technical Education, or the College President.