



Position Title:	Administrative Assistant, Grants Management	Location:	Remote
Reports To:	Senior Grants Management Specialist	Supervises:	None
Compensation:	\$35,000 - \$43,000 annual salary, DOE	Hours:	M-F Days
Benefits:	Vacation, paid sick leave, paid time off, paid holidays, health insurance (employer pays a portion of the employee's monthly premium, and 401K)		

Position Description

Kim Joyce & Associates, the leading grant writing firm in Arizona, is expanding and looking to hire an Administrative Assistant for Grants Management. Our growing portfolio of clients include nonprofit and for-profit organizations, institutes of higher education, school districts, charter schools, hospital systems, units of local government, tribes, and public agencies throughout the nation.

As our business expands, if you would like to be a part of our growing team, our positive work environment, and join us doing work that truly impacts people and communities across the country, we would like to speak with you.

The Administrative Assistant will support the Senior Grants Management Specialist in preparation, tracking, and electronic storage of grant-related documents and resources. The individual hired for this position should have an excellent working knowledge of budgets and spreadsheets, be loyal, efficient, and extremely detail oriented. Routine procedures should be handled accurately and efficiently. This individual must be able to perform duties under deadline requirements in Grants Management.

Essential Job Functions

- Gather, develop, update, and maintain client financials, reports, information, and other organizational documents
- Support the collection of reliable data, preparation, and submission of all reports in a timely and accurate manner
- Maintain accurate electronic library of information collected
- Create and verify spreadsheet budget data
- Create forms and other grant-related word processing documents
- Efficiently organize priorities and time
- Comply with deadlines and reports related to grants
- Update and maintain KJA Grants Management System and Grant Repository
- Must complete training as assigned and identified on individualized training plan
- Other duties as assigned

Position Qualifications

- Must be proficient in Microsoft "Office" software
- Electronic filing essential
- Strong organizational skills
- Excellent verbal and written communication skills
- Must be extremely precise and detail oriented
- Possess basic skills in accounting
- Familiarity with managing grants and financial data highly preferred

Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software
- May require lifting materials and supplies weighing up to 25 pounds.

Education

- Associates Degree or working toward BA in Accounting, or related field
- Specialized training or experience in grants management may be substituted for degree

Working Conditions

- Office setting (located at KJA headquarters in Scottsdale, or remote, for the right candidate)
- Minimal noise

Physical Demands

- Primarily desk work
- Bending, stooping, reaching
- Occasional lifting of more than 10 pounds

How to Apply

Qualified candidates should submit a cover letter and resume to employment@kimjoyceandassociates.com. Please specify the position title you are applying for in the subject line of the email. Only applicants who follow these instructions will be considered. Applications will be accepted until the position is filled.