



PLEASE POST

SUSAN JOHNSON

Acting Superintendent of Schools
ADMINISTRATION OFFICE

RODNEY GILMORE, Ed. D.

Associate Superintendent for Human Resources
HUMAN RESOURCES DEPARTMENT

December 2, 2024

JOB POSTING # 156

2024-2025 SCHOOL YEAR VACANCY

POSITION: **Coordinator of RECOVS Grant**

DESCRIPTION: Under the direct supervision of the Director of the RECOVS Grant, the Coordinator will work effectively to support the goals of the RECOVS program.

REPORTS TO: Director of RECOVS Grant

JOB RESPONSIBILITIES:

- Works collaboratively with the Director of Grants & Contracts to support post-award grant activities.
- Assists with preparing periodic grants reports for public distribution, including the development and distribution of grants activity reports.
- Prepares Power Point presentations and other forms of communication that adheres to grant activities and objectives.
- Works with the staff of the RECOVS Grant to ensure the daily operations are efficient.
- Assists the Director of the RECOVS Grant in monitoring all grant materials and request changes to ensure that they strictly adhere to funder requirements.
- Collaborates with the Director of the RECOVS Grants to ensure grant deliverables are met and production deadlines/deliverables are on target.
- Assists in ensuring all programs operate within the grants objectives and are responsive to the needs of those reflected in the grant.
- All other duties assigned by the Director of the RECOVS Grant.

HOURS: 9:30 a.m. to 4:30 p.m.



- QUALIFICATIONS:**
- Bachelor's degree from an accredited college/university.
 - Excellent attention to detail.
 - Ability to perform assignments with accuracy and attention to detail and to make decisions, recognizing precedents and practices.
 - Ability to work under pressure, meet deadlines, and work independently with little supervision.
 - Ability to communicate effectively in order to respond to policy and procedure questions.
 - Ability to understand oral and written instructions.
 - Strong oral and written communication skills
 - Ability to work well with diverse populations.
 - Organizational skills
 - Energetic self-starter
 - Works well independently as well as a member of a team.
 - Computer literate

COMPENSATION: Annual salary of \$52,000 - \$62,000, commensurate with experience

CLOSING DATE: December 12, 2024

APPLICATION PROCEDURE: To apply click on this link www.olasjobs.org/hempstead-ufsd

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