

#### Grant Associate Job Description:

Administrative assistant duties, evidence of strong technology skills including proficient Google, Zoom, Microsoft and other platforms. Virtual, phone and in-person consultation with Project Director and Project Lead. Under the direction of the Project Director and Project Lead (in-person, virtual and summer) cadre sessions/events, professional learning activities, district and school visits, conferences and summer immersion learning trips. Assist with data collection and monitoring of short and long term measures, provide support with quarterly progress reports for both performance, narrative and budgets, and provide assistance with monthly analysis of measures and data aligned to grants. Collaborate with Project Director and Project Lead as needed with deadlines from state and federal grant agencies. Assist in preparing grant proposals and performing external research. Developing proposals, familiarity with organization's programs, goals and financial needs. Explore potential funding sources. Any other additional duties as assigned. Work will be contracted for up to 230 days.