



Position Announcement

Position: Grants Coordinator

Status: Part-time (.5) – Non-benefitted Position

Schedule: To be determined based on availability

Closing date: Open until filled

SEMAAA has a part-time Grants Coordinator position opening. This is a hybrid position with the option to work remotely or in office once the initial training period is completed. This position is responsible for working with SEMAAA's OAA Grants Manager, to provide oversight and compliance monitoring of Title III OAA grants and contracts.

Essential Job Functions - Duties may include but are not limited to:

- Collaborate with SEMAAA's Grants Manager, to provide financial oversight and compliance monitoring of Title III OAA grants and contracts, including monitoring expenditures, reviewing and analyzing submitted grantee quarterly reports.
- Assist with preparation and timely submittal of quarterly progress reports to the Minnesota Board on Aging.
- Maintain grantee files including documentation of reports, payments, and email correspondence.
- Conduct provider site visits, participate in audits, and prepare related summary documentation.
- Learn how to navigate the PeerPlace database/assist with data entry and reports.
- Gather and organize documents to complete SEMAAAs Annual Pre-Award Risk Assessments.
- Assist Finance team with financial reconciliation activities
- Develop and strengthen existing relationships with potential provider organizations, particularly regarding expansion of III-D Evidence Based classes.
- Attend staff, grantee, and State meetings as needed.

Qualifications - A combination of college and work experience that would demonstrate an ability to perform administrative tasks. Education and work experience in home and community-based services or related fields desirable. Preferred experience with managing finances for non-profit organizations receiving federal and state funding. Proficient with Microsoft Office and finance/grant management software.

Send cover letters and resume to Laurie Brownell laurie@semaaa.org