Job Title	Pipeline Program Grant Coordinator
PVN ID	QL-2407-006339
Category	Instruction and Social Service
Location	CUNY SCHOOL OF LAW
Department	Pipeline for Justice Program
Status	Full Time
Annual Salary	$41,988.00 - $69,981.00
Hour(s) a Week	35
Closing Date	Sep 15, 2024 (Or Until Filled)

General Description

The Pipeline Program Grant Coordinator will support the Pipeline to Justice Program, a pathway initiative that offers underrepresented law school applicants a second look and prepares them to enter CUNY School of Law by offering holistic support throughout their law school career. This role assists with grant compliance, management, and coordination of the Pipeline to Justice Program expansion grant, reporting and documentation. Responsibilities include, but not limited to ensuring compliance with grant requirements, monitoring program activities, and maintaining program records.

Other Duties

- Monitor the progress of the grant-funded project to ensure established goals and objectives are met; Assist in ensuring compliance with all grant requirements and regulations.
- Compile and maintain data, spreadsheets, and program progress in preparation of grant required reports and presentations; Ensure timely communication of grant requirements and updates to relevant stakeholders.
- Work closely with Pipeline program staff, grant partners, and institutional partners to facilitate successful implementation processes; Collaborate with program staff to gather necessary information and documentation
- Maintain accurate, organized and comprehensive records of all grant-related activities, expenditures, and communications; Prepare and submit progress reports, financial reports, and other required documentation to funders.
- Other duties as assigned.
- Evening and weekend hours required.

Qualifications

- Bachelor's degree in business administration, public administration, social sciences, higher education administration, or other related discipline
- Four to six years' experience with grant-funded programs, understanding of grant compliance requirements and grant coordination
- Strong analytical, problem-solving, organizational and project management skills; Experience with data analysis and assessment
- Excellent written, verbal communication and presentation skills.
- Attention to detail and ability to manage multiple tasks simultaneously.
- Strong interpersonal skills and the ability to build effective relationships with internal and external stakeholders; Ability to work independently and collaboratively within a team.
- Proficient in the use of technology, grant management software, financial reporting systems; Microsoft 365 plus, virtual meeting/conferencing, collaboration tools, and social media