

Salary range - \$55K-\$65

Community Liaison & Grant Coordinator

Description/Duties

The Eastern Area Workforce Development Board (EAWDB) is the primary workforce development oversight entity of the America's Job Centers-New Mexico and their associated services in the 12 counties comprising the eastern area of New Mexico.

The EAWDB is currently hiring a Community Liaison & Grant Coordinator located in or within commuting distance of Ruidoso, New Mexico. This full-time grant-funded position will oversee and conduct, in coordination with other board staff, all community and grant activities in support of the Dislocated Worker Grant (DWG) awarded through the NM Dept of Workforce Solutions to address critical employment, workforce, and related disaster recovery efforts in Ruidoso and the surrounding area.

Duties shall include:

- Coordinate outreach and monitor the implementation of projects initiated on behalf of the grant objectives
- Act as the EAWDB Liaison with other organizations including local businesses, municipalities, tribal organizations, and federal disaster agencies including the Federal Emergency Management Agency (FEMA).
- Provide information and assistance to the EAWDB members and board staff regarding ongoing efforts and results.
- Represent the EAWDB in meetings, events, and communications on behalf of the grant and related activities and, at times, host community meetings
- Respond to inbound communication and performing necessary follow-up
- Research and respond to requests for information or action item requests
- Maintain meeting calendars and ensure that EAWDB staff and board members are aware of all relevant meetings
- Regularly communicate with the EAWDB Executive Director on sensitive and/or confidential information and related activities
- Coordinate grant activities with other agencies, entities, and funding involved

-Other duties and responsibilities, as appropriate

Additionally, the Community Liaison and Grant Coordinator may frequently deal with situations that are, or may become, controversial and with matters which are complex and highly visible. The successful candidate must possess strong communication skills and an ability to work with diverse personalities across multiple stakeholders to achieve the win/win for the community. Work requires considerable exercise of initiative and independent judgment within established policy guidelines.

In their correspondence, the Community Liaison and Grant Coordinator must strive to explain the required federal, state and local policies consistently and clearly. The successful candidate should be mindful that all correspondence is a public record and subject to public scrutiny. The successful candidate must be able to work a schedule that could be outside of normal workday hours, which includes nights and weekends, to attend public/neighborhood meetings, city council meetings, and other meetings deemed necessary.

This position is supervised by the EAWDB Executive Director and works with both board staff and partner staff through a complex organizational structure that includes internal and external stakeholders.

This position is determined as FLSA Exempt-Administrative.

Qualifications & Requirements

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Social Work, Public Policy, Communications, Public or Business Administration, or a workforce development related field. Demonstrable experience in federal, state, or not-for-profit grant administration.