

Grants & Operations Assistant

Reports to: Executive Director

Status: Full-time Equivalent, 20-30 hours/week

Location: MPF Central Office in Farmingdale, ME

Requirements:

- Computer skills - Windows, Filemaker Pro, Google G-suite knowledge preferred
- Federal & state grant knowledge
- Good written and verbal communication skills
- Office managerial skills
- Good organizational skills
- Knowledge of issues regarding children with disabilities and special health care needs
- Lived experience parenting/working with families who have children with disabilities

Responsibilities:

- Invoice and payroll management
- Track benefits package utilization
- Website and social media oversight
- Assist Executive Director with reporting for state and federal grants and contracts
- Agency activity reporting
- Maintain agency records
- Answer and direct calls and emails
- Record meeting minutes
- Office supply maintenance

Specific Duties:

This position serves as an assistant to the Executive Director. As such, they will report directly to the Executive Director. Immediate duties will include answering and directing incoming intakes, preparing bi-weekly invoices and payroll, managing staff paid time off database, coordinating activities, maintaining agency records, recording meeting minutes, and maintaining office supplies.

Duties will be expanded to assisting the Executive Director with reporting requirements and application requirements of state and federal grants and contracts. This will include:

- Determining, collecting, and providing required data,
- Working with the Parent Information Specialists to complete and collect required parent, provider, and youth surveys,
- Completing assigned sections of grant and contract reporting and applications,
- Learning the various platforms for state and federal and contract reporting and applications, and
- Working closely with the Executive Director to complete and submit state and federal reporting and applications.

Special consideration:

Some evening, weekend, or overnight travel may be required. It is expected that all employees of MPF will maintain a quality and confidential environment, both at meetings and within the individual team roles.

Compensation: Wage will be determined based on experience

Benefits:

- Paid time off includes vacation, holidays, sick and personal time
- Health benefit package compensation is provided to purchase health benefits
- Mileage reimbursement for travel

Please submit cover letter and resume to:

Carrie Woodcock, Executive Director

Maine Parent Federation, 484 Maine Avenue, Suite 2D, Farmingdale, ME 04344

Email: cwoodcock@mpf.org

Fax: 207-588-1938

