



Lamoille FiberNet Communications Union District

Job Description: Grant Administrator/Office Coordinator

Position: part-time, non-exempt

Benefits: Matching contribution to SIMPLE IRA.

Reports to: the Executive Director

MISSION

The mission of Lamoille FiberNet Communications Union District (LFCUD) is to bring reliable, high-speed, symmetrical internet that is locally controlled and cost-effective to every address in Belvidere, Cambridge, Eden, Elmore, Hyde Park, Johnson, Morristown, Stowe, Waterville and Wolcott—as soon as possible. Serving community, not profit.

SUMMARY

The Grant Administrator/Office Coordinator provides expertise in the grant writing and reporting process. This position will also provide administrative support to ensure efficient operation of Lamoille FiberNet through a variety of tasks related to organization, recordkeeping and communication. Grant Administrator/Office Coordinator is responsible for confidential and time-sensitive material and ensuring that all Grant Administrator/Office Coordinator duties are high quality and completed accurately, on time, and within the parameters required for a public entity. The Grant Administrator/Office Coordinator will rely on self-motivation, experience and judgment to plan and accomplish goals.

PRIMARY RESPONSIBILITIES

- Ensuring compliance of grants.
- Write grants and/or work with outside entities in the grant writing process.
- Assist with preparation and maintenance of records, including grant documentation and categorizing grant invoices/receipts before sending them to the bookkeeper.
- Prepare, distribute and maintain reports, meeting minutes and other documentation.
- Organize and schedule appointments and meetings.
- Maintain office equipment, supplies, calendars and correspondence.
- Keep filing systems up-to-date and organized.
- Support internal and external organizational communications.
- Direct and supervise the work of others as needed.
- Perform other related duties as assigned.

EXPERIENCE REQUIRED

- Familiarity with accounting and bookkeeping practices.
- Grant management and reporting experience.
- Excellent organizational skills and attention to detail.
- Three years of clerical, secretarial, or office experience.

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Proficiency in Microsoft Office Suite or related software.
- Basic understanding of clerical procedures and systems such as recordkeeping and filing.
- Ability to work independently.

EXPERIENCE DESIRED

- Grant-related research, grant application and reporting and activities.
- Nonprofit or government experience.
- Contract management

WORKING CONDITIONS

Working conditions are normal for an office environment; must be able to sit for long periods of time and use phone and computer for long periods of time. Must be able to lift and carry a load up to 40 pounds. Work may require some evening and outside field work and statewide travel or occasional events, requiring access to reliable transportation. This role is office-based at a Lamoille County location; telecommuting may be possible. Necessary equipment will be provided.

This is a 20 hour per week position but may expand into fulltime. This position reports to the Lamoille FiberNet CUD Executive Director. Compensation will be competitive and appropriate to qualifications.

LFCUD is an Equal Opportunity Employer. Those who identify as women and non-binary, people of color, veterans, individuals with disabilities, members of the LGBTQ+ community, and other individuals from underrepresented populations are strongly encouraged to apply.