

**CONTRACTS & GRANTS COORDINATOR
PUBLIC ADMINISTRATOR II**

East-West Gateway Council of Governments (EWG) has an opening for a Contracts & Grants Coordinator in the Administration Department. The Contracts & Grants Coordinator will report directly to the Director of Administration. The Contracts & Grants Coordinator will be responsible for the following duties: preparing and reviewing grant applications; preparing and maintaining line-item grant budgets; preparing and monitoring consultant and vendor contracts and sub-award agreements for grant-funded projects; preparing required reports (e.g. progress reports, inventory reports, sub-recipient monitoring reports); conducting reviews of consultants, vendors, and sub-recipients to ensure compliance with contract or sub-award terms; and conducting procurement activities.

The successful candidate will have familiarity and prior experience with current state and federal grant requirements like the Omni Circular (2 CFR Part 200) and be proficient in spreadsheet and word processing software like Excel and Word. The successful candidate will also have knowledge of and experience with contract and grant accounting procedures. Additionally, the successful candidate will be detail oriented with strong organizational and time management skills and the ability to work on multiple projects simultaneously and have excellent verbal and written communication skills.

This position requires a bachelor's degree from an accredited, four-year college or university with major course work in public administration, business administration, or other directly related field, and a minimum of 2 years of relevant experience. Prior legal experience is a plus and a J.D. is preferred. An advanced degree may substitute for 1 year of experience.

All applicants for this position must be authorized to work in the United States.

The salary range for this position is \$61,250 to \$68,000 annually, with actual starting salary in this range based on background and experience. EWG offers an attractive compensation and benefits package, including: insurance (health, dental, vision, and life), flexible spending accounts, retirement plan with employer match, and generous paid time off (vacation, holiday, and sick leave). A summary of benefits can be accessed on EWG's website at www.ewgateway.org/careers.

Applicants should submit a cover letter and resume by email to: careers@ewgateway.org; with the subject line: Contracts & Grants Coordinator Application.



**EAST-WEST GATEWAY
Council of Governments**

Creating Solutions Across Jurisdictional Boundaries
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AN EQUAL OPPORTUNITY EMPLOYER