

GRANT MANAGEMENT COORDINATOR

The Metropolitan Area Planning Council (MAPC), the regional planning agency for Metro Boston, seeks a Grant Management Coordinator (hereafter, Coordinator) to assist the Senior Grant Management Coordinator in the management of emergency preparedness grants. The Coordinator will draft and ensure the completeness of approval documents, scopes of services and equipment specifications for grant funded projects, develop and regularly track performance metrics for grant funded projects, as well as coordinate all public outreach activities to showcase grant funded initiatives. Candidates must have a BA in business administration, non-profit management, finance, public policy, grant management or emergency management, plus and at least 2 years of relevant work experience. This is a full-time position with an excellent state employee benefits package. Starting salary will range from \$44,000 to \$48,000 depending on qualifications and experience. This position is exempt under the guidelines of the federal Fair Labor Standards Act. The position is open until filled. Candidates must have legal authorization to work in the USA and a valid driver's license and/or the ability to arrange transportation to meetings in different parts of the region.

MAPC is an EOE/AA employer. MAPC takes pride in the diversity of its workforce and encourages all qualified persons to apply.

**PLEASE SEE COMPLETE JOB AD AT MAPC WEB SITE (www.mapc.org) and APPLY AT LINK SHOWN THERE. Posted 9-19-14.
Thomas E. Hauenstein, Manager of Human Resources.**