

POSITION POSTING

POSITION TITLE: Project Specialist - Full Time/Non-Exempt
SUPERVISOR: Project Manager, Academy
POSTING DATE: 01.11.2022
EXPIRATION DATE: 01.18.2022
SALARY RANGE: Negotiable based on experience

DRIVEN TEAM - GREAT BENEFITS - WORK LIFE BALANCE

GENERAL DESCRIPTION

Under the supervision of the Project Manager, the Project Specialist is responsible for providing support to the Academy grant funded programs. The Project Specialist will be involved with various administrative aspects of the five-year federal cooperative agreement including finances, coordination of meetings and webinars, travel, and other critical logistics related to the projects. This work will be done primarily at the Spaulding offices located in Detroit; however, there is opportunity for some of the work to be done remotely.

PRINCIPLE RESPONSIBILITIES

The Project Specialist will be responsible for handling critical logistics associated with the Academy grants. The specific responsibilities will vary based on the needs of the grant but primary responsibilities will include:

- Produce monthly and year end reports for each site that shows expenditures for the month
- Address questions sites have regarding their expenditures
- Assist with logistical arrangements for conferences, webinars and meetings
- Prepare invoices for the business office and work closely with the business office to ensure all invoices are processed
- Assist with filing and coordination of Academy materials
- Work with sites and vendors to develop contracts
- Process honorariums, stipends and gift cards
- Take notes at various meetings
- Assist Academy staff with travel
- Manage the Academy calendar
- Perform other job-related duties as assigned.

QUALIFICATIONS

- Four-year college degree
- Proficiency with Microsoft Word and Microsoft Excel
- Experience working with zoom and teams
- Excellent organizational skills
- Ability to provide attention to detail
- Ability to handle multiple assignments
- Ability to work independently and be self-directed
- Excellent interpersonal skills
- Excellent writing skills
- Experience in child welfare preferred but not required

If interested in this position, please submit a resume and cover letter to the HR Director

SPAULDING IS AN EQUAL OPPORTUNITY EMPLOYER