



16250 Northland Drive, Suite 120  
Southfield, MI 48075  
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www.spaulding.org

**Project Specialist – Spaulding for Children – Southfield, MI**  
**Salary range: Negotiable      Posting Date: 07.16.2023**

**Agency Vision:**

Spaulding for Children is recognized as a leader in promoting policies and practices where differences are celebrated and leveraged to ensure our children, families and communities get the support they need to thrive.

**Purpose of Position:**

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 telecommuting.

This is a grant funded program.

**Organizational Relationships**

The Project Specialist will work in close collaboration with the Project Manager and Spaulding staff involved with this program as well as any collaborating agencies that are part of the team.

This role is a hybrid tele-work/in-person position

**Principal Responsibility**

This position as a **Project Specialist** will support Spaulding for Children and the Academy projects in the following ways:

- Assist with producing monthly and year end reports for each site that shows expenditures for each month
- Assist with logistical arrangements for conferences, webinars and meetings
- Schedule Zoom meetings for the Academy; including staff, consultants, and project site representatives
- Prepare invoices for the business office
- Enter invoices and update payments in the invoice tracking spreadsheet, and assisted the business office in monitoring payment status.
- Assist with filing and coordination of Academy materials
- Project consultant contracts using DocuSign



**MISSION STATEMENT**

*In partnership with families, communities, organizations, states and the nation, Spaulding for Children's mission is to assure that all children grow up in safe, permanent families and have the help they need to be successful in life.*



- Process honorariums, stipends and gift cards
- Take notes at various meetings
- Assist Academy staff, consultants, and project site representatives with travel arrangements
- Manage the Academy Outlook calendar
- Perform other job-related duties as assigned.

## **QUALIFICATIONS**

- Critical for the role will be knowledge and understanding of child welfare and experience in federal grants. 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

Spaulding offers a comprehensive benefit packet, including medical, dental, vision healthcare, a 403(B) plan, flexible schedules and a hybrid work environment, paid time off, tuition reimbursement, professional development, and paid time off to do volunteer work in the community.

**Interested persons should forward a resume and cover letter to Jamie Bozarth HR Director by  
08.06.2023**

**Spaulding's clients come from all walks of life and so do our team members.**

***Spaulding is an Equal Opportunity Employer***