



Program Coordinator, Grants (North Far North Regional Consortium)
Butte-Glenn Community College District

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Posted Jul. 25, 2024, set to expire Apr. 22, 2025

Job Title Program Coordinator, Grants (North Far North Regional Consortium)

Department

Institution Butte-Glenn Community College District
Oroville, California

Date Posted Jul. 25, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Coordinator

Academic Field(s) Grant Writer/Technical Writer
Finance/Investment Management

Job Website <https://www.schooljobs.com/careers/buttecc/jobs/4573398/program-coordinator-grants-north-far-north-regional-consortium>

Apply By Email

Job Description

POSITION HIGHLIGHTS:

Under the general supervision of the Executive Director of the North Far North Regional Consortium (NFNRC), the Program Coordinator, Grants position involves complex regional grant program management. The role requires knowledge of grant and budget procedures, project development, and implementation. It encompasses collaborative processes to ensure that grant sub-awardees successfully manage their regional grants. The position also involves writing and processing contracts to support grant activities and ensure compliance with funding requirements. It provides regional services and activities as mandated by the terms and conditions of the various supported grants. It ensures that all grant projects and programs within the supported regional areas meet their stated

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objectives, timelines, work quality standards, and established policies and procedures. Additionally, the role coordinates the process for conducting needs assessments and actively participates in regional meetings, offering training and guidance to grant sub-awardees.

The work schedule is Monday through Thursday, 7:30 a.m. to 5:00 p.m., and Friday, 8:00 a.m. to 12:00 p.m. Over the summer the schedule changes to Monday through Thursday, 7:00 a.m. to 5:00 p.m. with Friday off.

Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

REPRESENTATIVE DUTIES, MINIMUM QUALIFICATIONS, DESIRED QUALIFICATIONS:

Please visit the [class specification \(Download PDF reader\)](#) to see the representative duties, minimum qualifications, desired qualifications, and other requirements of the position.

DIVERSITY QUALIFICATION:

Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity and sexual orientation and ethnic backgrounds of community college students and staff.

APPLICATION INSTRUCTIONS:

All applicants, including current Butte College employees, must submit all required documents with the online application in order to move forward in the recruitment process.

REQUIRED ATTACHMENTS:

- **Resume or Vita**
- **Diversity Essay:** The Butte-Glenn Community College District has a very diverse staff and student population with respect to academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds.
 - **In your Diversity Essay**, please describe your skills, education, professional development, community involvement, and professional experience working with these diverse groups.



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Contact Information

Please reference Academickeys in your cover letter when
applying for or inquiring about this job announcement.

Contact

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