



CR Project Assistant -Worcester, MA

To provide general support services to the Director in the Community Resources department with day to day operations activity and special projects as requested. Major responsibilities include but are not limited to: assists the Director in managing a portfolio of grants and contracts including loan funds and fee for service contracts; provides analysis and administrative support related to compliance and reporting requirements, assists with research on policy and new business lines, provide scheduling and meeting support, assist with internal workshop preparation, assists with proposal writing and funder report preparation, and provides general office and technology support as needed. The Program Analyst collaborates with the Director, project leads, state leads, the finance department, and field staff.

Key Responsibilities

- *Assist with data entry and extraction* – prepare monthly/quarterly department reports; track deliverables; assist field staff and directors with submission of progress reports and required documentation; provide program support, guidance and coordination to managers, contract leads and others throughout the grant/contract lifecycle
- *Analysis of contract compliance* – provide analytical support and assistance with budget preparation and project expenditures; anticipate and identify budget issues and work with Director to develop solutions
- *Policy and Research*- perform research on grants and or new business lines as they relate to rural community development
- Provide scheduling and meeting support – set appointments; assist in managing calendars, coordinate, and schedule meetings; arrange conference calls; prepare meeting minutes
- *Coordinate and produce conference/workshop (internal training) printed materials* - collect information from trainers; prepare documents for internal review; format documents; prepare materials for printing and distribution; coordinate distribution and provide onsite support as needed
- *Assist with the preparation of funding proposals*– maintain documents and shared files; become an expert on RCAP’s style guide and ensure documents abide by it; prepare internal/external documents (e.g. assist with formatting, typing, proofing and editing of documents); compile program appendices and attachments in coordination with the director and development team
- *Assist as requested with reporting and administrative activities* –prepare Board of Directors draft reporting documents for internal review and final submittal and other activities as assigned
- *Provide general office support* –maintain department shared files; contact agencies to obtain information; research zip codes, maps, proposal demographics; generate thank you letters and reports to funders; review existing methods and assist in revising techniques and procedures to improve department workflow. Provide computer software assistance and internal training to departmental staff including maintenance of department’s SharePoint site as needed.



- Other duties to support field staff and department leadership including workshops and special projects as assigned

Education Requirements

- Bachelor's Degree in Environmental Science, Community Development, Public Health, Non-profit Administration, Education, Communications, or related field

Experience Requirements

- 3 years of experience in project management, community development, education, administrative services, or related field required
- Other experience including but not limited to writing environmental reports, developing work plans, grant writing, database creation and management, marketing etc.
- Ability to work with minimum supervision and handle multiple priorities simultaneously
- Use a personal computer at high-level proficiency using Microsoft platforms and tools
- Use spreadsheet, database and presentation programs and ability to learn new software
- Experience working with State and Federal Agencies and funding programs as well as foundations, banks and/or corporations a plus
- Must be detail-oriented and able to multi-task and follow instructions
- Knowledge of budgets and project management
- Work independently and within a team environment to support the objectives of the entire Community Resources division
- Proven ability to collaborate and network/partner with agencies and stakeholders.
- Ability and desire to work both in the office and in the field aiding rural communities
- Demonstrate a high level of customer service skills
- Use initiative to approach troubleshooting and problem-solving alternatives
- Organize and prioritize work to meet established timelines
- Effectively listen and communicate both verbally and in writing
- Relate well with the public
- Ability to proofread, edit and format technical and non-technical documents and reports, ability to graph and map data.
- Experience in water and/or wastewater, rural policy and work with rural communities a plus

Certifications or Licensures

- Valid Drivers' License

Working Conditions

- The Project Coordinator is required to work to report to work at the Worcester MA Corporate office as needed. Variances from this requirement may be made on an individual basis to accommodate specific organizational needs but must receive prior approval by management.



Compensation and Benefits:

RCAP Solutions, Inc. offers an excellent compensation and benefits package, including health, dental, 403b, vacation, 13 paid holidays, STD/LTD, etc. To Apply: Send cover letter and resume to our Human Resources Department or Email: HR@rcapsolutions.org

Interested candidates, should submit a resume and cover letter to hr@rcapsolutions.org

Location –Worcester, MA

Grade Level: 17