



Linking Seniors & Services since 1974

GRANT COORDINATOR

Peninsula Agency on Aging (PAA) is currently seeking applicants for the position of Grant Coordinator to research various federal, state, and local grant opportunities; work with various departments in the application and monitoring process; prepare and coordinate grant accounting and reporting processes, and perform other related duties as required for Peninsula Agency on Aging and the Peninsula Agency on Aging Endowment Foundation.

Successful candidates will possess 5+ years of research and writing experience; 2+ years of experience as a grant/proposal writer with a documented success record; ability to plan, organize and monitor grant processes; excellent attention to detail and creativity in preparation for solicitations; ability to coordinate grant applications among senior level executives; ability to foster teamwork with co-workers and relate effectively and courteously with the general public; possess a thorough understanding of non-profit management and relationship to development activities; knowledgeable and sensitive to the needs of the aging population; excellent oral and written communication skills and interpersonal skills; strong computer competency.

Individuals age 60+ encouraged to apply.

Drug free workplace, Senior Friendly Workplace, AA/EOE

Required Education: Bachelor's degree or equivalent experience in nonprofits/grant writing

Hourly Rate: \$16.77 - \$22.54

Schedule: Part-time – 24 hours per week – flexible work arrangement considered

Please send resumes to cfo@paainc.org and apply online at <http://www.paainc.org> (select "About Us" then "Employment Opportunities.")