



POSITION DESCRIPTION

JOB TITLE:	Grant Project Manager	DEPARTMENT:	DPH RFP Grant
CLASSIFICATION:	Part-time /Temporary/Hourly	LOCATION:	All BCC Counties
REPORTS TO:	Grant Director	SUPERVISES:	Grant Processes
PROPOSED RATE: \$20.00 per hour			

PRIMARY ROLE

The **Grant Project Manager** is responsible for conceptualizing related event themes, preparing, and managing event timelines, technical aspects, generating media interest and coverage, marketing, preparing expenditure reports and managing event processes, volunteers, and minimizing risk.

PRIMARY RESPONSIBILITIES

- Collaborating with community partners to determine event and activities details.
- Collecting any additional data as requested by the DPH RFP and Berean Community Development Corporation
- Conducting pre-and post-event evaluations, reports, and outcomes
- Obtaining supplies needed for upcoming events and activities.
- Overseeing, overseeing, and planning grant event including but not limited to, décor, promotional materials, event layout, equipment, supplies, and resources needed for scheduled events and activities
- Proactively handle any arising issues and troubleshoot any emerging problems on the event day
- Providing consistent flow of events and activities to Event Specialist as scheduled
- Searching for community partnership opportunities that work to decrease Covid vaccine rates and increase public awareness
- Securing and submit all event budgeted and actual expenses to Grant Director and Data Collection personnel for planning and reporting purposes.
- Studying grant to gain knowledge of grant guidelines, specifications, and restrictions that may impact event planning and funding.
- Training, supporting, and assisting volunteer with related events and activities as needed
- Working with Grant Director to ensure compliance with insurance, legal, health and safety obligations
- Performing other duties as assigned by Grant Director

ATTRIBUTES and QUALIFICATIONS

- College degree or comparable hospitality industry experience preferred
- 2 years + experience in coordinating and communicating with key collaborators, including patrons, management, and grant team
- Project Management experience is a plus
- Meticulous attention to detail
- Ability to multi-task
- High level of proficiency with Microsoft Excel and all other Microsoft Office products
- Energized by and passionate about Berean's mission, vision, and multi-location ministry philosophy
- Ability to maintain confidentiality
- Strong interpersonal, written, and verbal communication skills
- Must show evidence of a strong personal relationship with Jesus Christ through the demonstration of spiritual maturity and moral integrity.