

**JOB TITLE:** Grants and Agreements Administrator  
**CLASSIFICATION:** Administrative Associate III  
**FULL SALARY RANGE:** \$31.80 – \$40.80/hour  
**EMPLOYMENT TYPE:** Full-Time



## **About the Watershed and Research Training Center**

The Watershed Research and Training Center (WRTC) sustains healthy lands and healthy communities. What started in the early 1990s as a local project to retrain displaced loggers and mill workers in Trinity County, California, is now a vibrant nonprofit organization working locally, regionally, statewide, and nationally on landscape conservation and community development issues.

In addition to creating dozens of local jobs in the woods each year, WRTC leads forest and watershed conservation programs, coordinates state wood utilization and fire management partnerships, and plays an influential role in state and federal policy-making and program direction. We provide technical assistance and capacity building services to organizations with kindred missions, and work through a set of national partnerships and networks to achieve our vision and goals.

The WRTC is funded by a diverse grants, agreements and contracts portfolio. Our mission is carried out by an interdisciplinary team of professionals through multiple programs at local, regional, statewide and national levels. Program areas include Forestry and Fuels, Prescribed Fire, Watershed Stewardship and Fisheries, Youth Development, Wood Utilization, Enterprise Development, Fire Adapted Communities Learning Network, and more. Visit our website at [www.thewatershedcenter.com](http://www.thewatershedcenter.com) to learn more about the organization.

## **Job Summary**

The Grants and Agreements Administrator is a key member of the organization's Grant Administration Team and plays a crucial role in supporting project administration of all types including grants, contracts and agreements for the organization. The Administrator serves as the primary point of contact for project administration for their assigned program area(s) as part of the Grant Administration Team, performing administrative functions and due diligence throughout the project lifecycle, engaging with administrative and program staff, as well as funders, contractors, and program partners.

This role is responsible for preparing, reviewing, processing, monitoring, and tracking grant agreements, partnership agreements, contracts, subawards and fee-for-service contracts. The Administrator conducts a range of pre- and post-award functions, procurement facilitation, and intra-organizational staff coordination.

The Administrator serves as a liaison between program and administrative departments ensuring that projects are administered in compliance with applicable policies, guidelines and regulations. They resolve issues related to administering awards, contracts or subawards and are responsible for accurately completing grant and contract administration functions in a timely manner, while following organizational processes, procedures and policies.

## **Job Duties and Core Responsibilities**

### ***Grant and Contract Management and Procurement Compliance Coordination***

- Create and maintain grant and agreement documents and files that support program and administrative staff workflows throughout the lifecycle of projects
- Prepare grant agreements, subawards, contracts, and modifications; review them for accuracy and completeness

- Provide technical assistance to program staff in interpreting and applying both funding source and internal guidelines, policies, and procedures, including procurement policies and guidelines, and communicating about them clearly and effectively both orally and in writing
- Facilitate procurement and contracting activities related to the assigned program area(s).  
This includes:
  - Maintaining procurement documentation (bids, cost analysis, etc.) for audit and internal review
  - Conducting subaward risk assessments and subrecipient monitoring
  - Assembling and reviewing budgets, and monitoring project expenditures to ensure compliance with organizational policies and funding source rules
  - Reviewing and applying award and organizational policies and procedures to help ensure compliance with organizational procurement policies, funder's guidelines, laws and regulations

### ***Intra-organizational Coordination, Reporting and Documentation***

- Coordinate across program and administrative departments to facilitate smooth project administration processes
- Lead administrative and program staff meetings related to project agreements and contracts during all stages of a project lifecycle, from initiation to closure
- Assist program staff with developing and reviewing project budgets for accuracy, entering budgets into, and creating project-specific reports from, the accounting system
- Monitor active projects across assigned program portfolio to identify and assist with grant and contract modifications or renewals, obtain necessary signatures, address payment contingencies, and meet reporting requirements in a timely manner
- Track deadlines providing program and administrative staff with calendar reminders and contributing to timely billing and reporting functions of the organization
- Maintain records and files for all assigned projects to facilitate streamlined auditing and ensure compliance with organizational and governmental documentation standards
- Produce and support the interpretation of project financial data by interfacing with the organization's accounting system to produce reports for project management purposes
- Other duties as assigned

### **Qualifications**

#### *Experience:*

- Minimum two years of experience in project administration, procurement, or non-profit administration.
- Three to seven years of progressive experience with project administration and federal or state grants and contracts, including subrecipient monitoring preferred.

#### *Education:*

- Preferred: Degree in public administration, business administration, accounting or related field.

### **Skills and Competencies**

- Understanding of federal and CA state funding mechanisms including familiarity with the Uniform Guidance (2 CFR Part 200) and other procurement regulations.
- Knowledge of contracting terms, risk assessments, and contract and grant lifecycle management.
- Proficient in the use of Google Suite, Microsoft Office Suite, Adobe Acrobat Pro and other software for communication, reporting, data management and tracking. Experience with MIP fund accounting software a plus.
- Excellent written and verbal communication and interpersonal skills.

- Problem-solving skills and the ability to translate the needs of different stakeholders across organizational departments.
- Strong organizational skills and attention to detail.

### **Work Environment and Additional Requirements**

- The Grants and Agreements Administrator role is remote eligible. Trinity County, California candidates may opt to work from one of our offices.
- Occasional overnight travel (one or two trips per year maximum) for training may be required.
- Ability to sit, use a keyboard and interact via online platforms required.