



Grant Specialist/Procurement Coordinator

Job Title:	Grant Specialist/ Procurement Coordinator	Supervisor (Y/N):	N
Location:	171 Lincoln Ave, Holland, MI	Work Hours:	Mon – Fri 8:00 a.m. – 5:00 p.m.
Pay Rate/Salary Range:	\$43,076 to \$63,564 annual	Position Type:	FT Exempt
Posting Contact:	Tawney Valderas, HR Assistant	Date posted:	9/24/2021
Reports to:	Elisa Hoekwater, Executive Director	Posting Expires:	10/13/2021
Applications Accepted By			
Attention: Tawney Valderas T.Valderas@catchamax.org		Mail: Tawney Valderas Macatawa Area Express (MAX) 171 Lincoln Avenue, Suite 20 Holland, MI 49423	
Job Description			
Job Summary			
<p>Research federal, state, local and private grant opportunities to fund transit projects. Develop budgets and write grant applications. Coordinate with MAX staff to identify eligible projects in the Transit Asset Management (TAM) Plan and replace transit vehicles and equipment to maintain a State of Good Repair (SGR). Work with Mobility Coordinator to seek grant opportunities to address accessibility needs and improve transit service for passengers. Monitor procurement tasks and ensure that purchasing procedures are being followed. Ideal candidates are highly organized and demonstrate a proactive approach to ensure timely delivery.</p>			
Essential Roles and Responsibilities			
<ul style="list-style-type: none"> • Excellent written communication and research skills • Develop budgets and write grant applications to fund transit projects • Project management to maintain project schedules, monitor grants, and coordinate procurement tasks • Submit grant applications, milestone reports, and amend active awards using TrAMS • Oversee procurement process, tracking, and reporting 			
Qualifications and Education Requirements			
<ol style="list-style-type: none"> 1. Bachelor’s Degree in English, Communications, Business Administration or equivalent 2. Stable work history with at least two years of grant writing and/or purchasing experience 3. Ability to read, write and speak English 4. Ability to work independently 5. Regular and predictable attendance 6. Knowledge of MAX Transit service area 			

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