



A California Joint Powers Agency

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BEACON Grants and Financial Administrative Specialist  
Professional Services Contractor  
Position Description  
July 2023

**Grants and Financial Administrative Specialist**

BEACON seeks a highly organized Grants and Financial Administrative Specialist ('Grants Admin Specialist'). This position provides grants administrative assistance in processing and managing all BEACON grant records and documentation in one-on-one and team working relationships with the Program Manager (PM) and the Executive Director (ED), as well as local and regional and state and federal fiscal representatives.

The Grants Specialist will support the PM and the ED in the administration of local, regional, and state and federal grants secured by BEACON staff and approved by the BEACON Board. These activities will include a broad range of tasks supporting the PM and ED including grants solicitation support tasks, grant preparation tasks, and grants project-related administration and fiscal tasks. Candidates should be creative and enjoy working within a small team environment that is mission-driven and community oriented.

Working under the guidance of the PM and the ED, day to day activities and essential functions will include, but not limited to, managing project and program grants and extramural funding, including the following:

- Maintaining a spreadsheet listing of contracts and grants, and preparing a summary of same to the PM, ED, and as requested to the BEACON Board of Directors;
- Assisting in the preparation of grants proposals and submittals;
- Managing invoicing and payment approvals, including grants proof of payment documentation and all Requests for Disbursement and Payment;
- Tracking grants reimbursements and tracking in-kind and cash matching grant requirements; and
- Preparing grants supporting documents (necessary Board Resolutions, Compliance Forms, Insurance Certificates, Grant status reports, including Quarterly Progress Reports, etc.).



## Grants and Financial Administrative Specialist

### Skills and Experience

We welcome applicants from all life experiences. We're most interested in hearing how your own training, educational and employment skills, broader experience and qualifications would enhance the role and benefit BEACON and the communities we serve. We're looking for someone who is passionate about the mission and values of BEACON, and driven to enhance diversity, equity and inclusion in working practices and culture.

The ideal candidate has a background as a grant and fiscal planning and management specialist and/or extensive experience with fiscal or senior level administrative experience, or other relevant executive support experience. The ideal candidate will be able to perform a range of duties that require excellent organizational, project management and problem-solving skills. Applicants should be able to prioritize daily workloads effectively, and should be comfortable taking responsibility for day-to-day decisions.

The Specialist is a highly collaborative individual, able to build trust and effective relationships with executive staff of BEACON. A proficiency in Microsoft Office Suite, or Google (and its Workspace) applications, and Zoom or Teams is required.

### Compensation and General Terms

Based on a 20 hour commitment weekly, flexibility will be required from time to time to meet workloads and support BEACON meetings. The position is an exempt, contractor position. This is a hourly paid position in the range of up to \$30.00 per hour, dependent on skills and experience. This is a remote role that may be based anyplace in Santa Barbara or Ventura Counties, or northern Los Angeles County or southern SLO County.

To apply, please send a resume and cover letter to [staff@beacon.ca.gov](mailto:staff@beacon.ca.gov) with "Grants Administrative Specialist" in the subject line. Your cover letter should include any personal experience or qualifications you may have. Applications for this position will be received on a continuing basis until the position is filled.

BEACON is committed to equal employment opportunities and prohibits the unlawful discrimination against applicants or employees based on race, color, national origin, ancestry, creed, religion, sex, age, disability, genetic information, veteran status, sexual orientation, marital status, gender identity or any other characteristic protected by federal, state or local law.

Additional related Administrative and Organization Responsibilities are also detailed below.

### Program and Administrative Support

- a. Maintains all mailing lists: Main Mailing List; Board List; Board + Board Alternatives List; Managers List; Stakeholder and Interested Parties List; SAC Member and Interested Party List;



## Grants and Financial Administrative Specialist

- b. Maintains all agency digital organizational records, maintaining an up-to-date storage and retrieval system;
- c. Coordinates with the ED and Webmaster to ensure that BEACON's policies, programs, projects and related actions are posted in real time to the BEACON Website.

### Executive Director Support

- a. Supports the ED in Planning and organizing all-staff meetings and other staff events for the ED, including scheduling senior staff meetings and prepares agendas and materials; takes notes and minutes as required and distributes to the appropriate parties
- b. Supports the ED and the PM in planning and organizing the board's meetings - by Zoom or in-person
- c. Assists with preparation of presentations and briefs for meetings
- d. Will also assist the ED in ensuring smooth communication with the Board of Directors, Co-Chairs of the Science Advisory Committee, and BEACON's staff consultants.