

## **JOB ANNOUNCEMENT**

### **GRANTS ASSOCIATE**

Catholic Migration Services (“CMS”) provides high quality free legal services, tenant organizing, community education, and advocacy for low-income immigrants residing in Brooklyn and Queens, regardless of race, religion, ethnicity, national origin, or immigration status. CMS is committed to “welcoming the stranger in our midst” by serving and working alongside underserved immigrant communities to advance equality and social justice. CMS’ three program areas are tenant advocacy, employment and immigration. CMS is an affiliated agency of Catholic Charities Brooklyn and Queens.

#### **POSITION:**

This is for a part time position (20 hours or approximately three days per week). This is a hybrid position. The Grants Associate will be required to work two days per week from our office in Sunnyside, Queens, with occasional travel to our office in downtown Brooklyn, and will have the option to work remotely one day per week. The ideal candidate is very organized, detailed oriented, and comfortable working with numbers and other data, spreadsheets, and different software programs. This is an excellent opportunity for someone seeking a career in non-profit development and grants management work.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform accurate data entry for the various legal services programs;
- Conduct data clean-up as needed;
- Prepare timely reports to funders about work performed under specified grants and contracts;
- Work with program staff to ensure that we have appropriate records and other documentation of work performed, as may be required by our funders;
- Maintain organized and complete files;
- Maintain confidentiality of financial and client information;
- Support programs, as needed, with administrative functions, including at internal and off-site legal clinics; and
- Assist with other functions related to grant reporting and data integrity.

#### **REQUIREMENTS**

- Proficiency working with data
- Strong Microsoft Excel skills, including knowledge of Excel lookup and database formulas
- Computer proficiency, including data entry experience, and a willingness to learn new software programs, including client database software
- Experience with internet research

- Excellent organization and prioritization skills
- Bachelor's Degree or equivalent
- Prior relevant experience preferred
- Fluency in Spanish, or another language commonly spoken in New York City, preferred

**SALARY & BENEFITS:**

Salary is on a union scale based on years of experience. The range for a part-time Grants Associate with one to four years of experience is \$30.72 to \$34.30 per hour. This part-time position is not eligible to participate in health and dental insurance plans, but is eligible for paid time off (vacation, personal and sick leave) and for retirement benefits (403(b) with employer contribution).

**UNION REPRESENTATION:**

This is a bargaining unit position represented for collective bargaining purposes by the Association of Legal Aid Attorneys, UAW, Local 2325.

**APPLICATION INSTRUCTIONS:**

Applications will be accepted immediately and will be considered on a rolling basis. Interested applicants should send a cover letter, resume and a list of three references to: Alice Davis, Deputy Director, at [adavis@catholicmigration.org](mailto:adavis@catholicmigration.org). Please include "Grants Associate Application" in the subject line.

**DIVERSITY AND NON-DISCRIMINATION POLICY:**

Catholic Migration Services values workplace diversity and welcomes applicants and employees of all backgrounds. Catholic Migration Services makes all employment decisions without regard to any applicant's or employee's protected characteristics, including their race, religion, color, national origin, immigration status, age, disability, sexual orientation, gender identity, arrest conviction record, or marital status.