

Position Announcement

PathStone is seeking a **Grants and Project Administrator** to assist with administrative leadership and general office administration in Muncie, Indiana.

who

us

PathStone is a nonprofit organization based in Rochester, NY with a mission of building family and individual self-sufficiency by strengthening urban and rural communities. PathStone operates 12 lines of business in the areas of training and employment, health and safety, housing services and community development.

PathStone provided housing counseling services from certified housing counselors that include pre and post-purchase home purchase education and counseling, mortgage delinquency, and default resolution counseling, reverse mortgage, fair housing, rental and homeless counseling.

What sets PathStone apart from the rest?

- PathStone's two distinct lines of business—direct services and community and housing development—are rarely combined within one organization. This means that our staff are exposed to a broad number of programs and a variety of job functions.
- PathStone has a reputation for taking strategic risk. Our belief that “we don't know until we try” is why we have continuously developed innovative programs over the last 40 years.

you

You are looking for a challenge and a chance to change the world for the better. You know that social impact is as important a measure of corporate success as profitability. You want to use your creativity to find quicker, better and more cost-efficient ways to help people. You are ready to try on new hats and find new solutions to old problems. You want to make a difference in the lives of others.

What sets you apart from the rest? Specifically, you have the following skills, experience and/or education:

- 6 to 8 years of education or training and/or experience in grants and/or program development and administration in Human Services or a related social science or business field
- Must have computer expertise, including word processing and spreadsheet utilization, budgetary or fiscal knowledge including development and implementation of budgets, and experience supervising a diverse work force

what

This is a full-time position. The Grants and Project Administrator is responsible for assisting with administrative leadership, support, and oversight for programs, projects, grants, and general office administration. Specifically, this position is responsible for:

- Assisting with program and project development and planning, and serves as the administrative liaison to the program staff concerning on-going program administration
- Serving as the liaison to community and other service agencies for collaborative grant and project efforts
- Interpreting, analyzing and complying with grant regulations and requirements
- Dissemination of program information to community and service agencies on the local and state levels
- Developing, analyzing, and ensuring achievement of special project/grant goals and objectives

- Monitoring of special project and grant activities including budgets, staff goals and performance, and grant/contract compliance

where

This position is located in Muncie, Indiana.

when

This position is available on immediately.

why

PathStone offers a chance for you to improve the world, but we also know that you have bills to pay. We offer a competitive compensation and benefits package, including:

- Salary is based on demonstrated experience and qualifications
- Health insurance for eligible employees
- Pension plan for eligible employees with an employer contribution
- Annual cost-of-living adjustment and merit-based pay increases
- Generous vacation and holidays
- Employment at PathStone qualifies for the federal Public Service Student Loan Forgiveness program

how

Please submit your resume to apply@pathstone.org, with “**323-21**” in the subject line, no later than January 13, 2022

PathStone is an Equal Opportunity Employer. Our TDD number for the deaf and/or hearing impaired is 1-800-545-1833. Any applicant may request assistance in completing the application process by emailing apply@pathstone.org.