

## **SPECIAL OLYMPICS NEW JERSEY, INC.**

**Position:** School Partnership Program Coordinator

**Responsible to:** Director of Inclusive Education

**Description:** Special Olympics New Jersey is looking for an enthusiastic, dedicated individual who will work with the Director of School Partnerships to coordinate the process for the Play Unified School Partnership grant program, as well be responsible for reporting on state, federal and foundation grants that fund the Unified Schools initiatives. The person in this position will provide pre- and post-award support and technical assistance to school team members, ensure fiscal and programmatic deadlines meet grant-funded requirements, and enforce policies and procedures for grant compliance. He or she must be organized and be extremely detail-oriented.

This position is full-time and non-exempt; occasional evenings and weekends may be required.

### **Key Responsibilities:**

- Coordinate web-based grant submission process
- Organize and assist in the review of grant proposals
- Assist with drafting awardee agreement
- Track and maintain records of grant requests
- Process grant applications
- Schedule and coordinate logistics for school site visits
- Help maintain grant related information online and in print materials
- Provide data entry and data maintenance in several SONJ databases; demonstrate expertise in Excel spreadsheet manipulation
- Manage the Unified Schools email inbox ensuring timely and effective responses, as needed
- Provide ongoing support to the Director of School and Community Partnerships
- Other duties, as assigned

### **Qualifications**

- Three years related work experience and a strong interest in providing high quality administrative support to a professional team
- Bachelor's degree preferred, but not required
- Skilled user of MS Office (Word, Excel, Outlook, PowerPoint) required; strong background in advanced spreadsheet design and implementation preferred

- Experienced and comfortable working with numbers and in databases
- Must be a professional who is pro-active, self-directed, detail-oriented, and organized
- Must be capable of managing multiple projects
- Experience with Salesforce recommended
- Knowledge of the Special Olympics movement preferred

### **Physical Requirements**

- Must be able to communicate fluently and clearly in English (oral and written)
- Must be able to use computers efficiently and quickly
- Must be COVID-19 vaccinated

### **Competencies**

- Collaborative -- Works well with different team members and work styles, provides assistance with projects
- Organized and Detail-Oriented -- Exercises effective time management and demonstrates the ability to prioritize work to meet deadlines, anticipates stakeholders' needs, performs duties with accuracy and diligence, meticulous attention to detail
- Adaptive -- Ability to skillfully execute multiple priorities, remain poised in dynamic environment, and prioritize a large number of requests
- Effective Communicator -- Clear and concise communicator, able to listen/hear very well and effectively deliver messages to varied audiences and formats (verbal and written)

Please send your resume with salary requirements to Elena Volkova ([eyv@sonj.org](mailto:eyv@sonj.org)). No phone calls please.

SONJ is committed to an inclusive workplace and program that values everyone regardless of ethnicity, age, gender identity or expression, color, national origin, family or marital status, physical or mental challenges, language, political affiliation, race, religious or spiritual belief, sexual orientation, socioeconomic status, or any other characteristic that makes us unique.