



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
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**VACANCY ANNOUNCEMENT**

**POSTING NO: 212003-26**

**OPENING DATE: 05/18/2026**

**CLOSING DATE: 06/18/2026**

**POSTED: IN/OUT**

**POSITION:** Grants & Contracts Coordinator  
**PAY GRADE:** E5 (\$26.30/hr. - \$36.83/hr.)  
**FLSA STATUS:** Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** POI Funded  
**DEPARTMENT:** Treasury  
**REPORTS TO:** Grants & Contracts Manager  
**BACKGROUND LEVEL:** Public Trust

**JOB PURPOSE:** Researches potential funding sources and grant opportunities and recommends proposal development as appropriate. Coordinates planning, organization, preparation and administration of various grants; monitors grants to ensure compliance with grant requirements and established laws and regulations.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found or assigned to this position.*

**JOB DUTIES:**

- Meets with staff in determining funding needs and departmental goals; explores potential funding opportunities; coordinates the planning and preparation of grant proposals.
- Coordinates, prepares or compiles all components of grant proposals for review and approval prior to submission.
- Provides technical assistance and guidance to the staff in the planning and preparation, policies, regulations and procedures on grant proposals; assists in the interpretation of funding agency regulations and requirements.
- Researches agency requirements and compiles and prepares comprehensive budget justifications.
- Compiles and produces integrated grant submissions in accordance with funding agency requirements.

- Develops and monitors procedures and systems needed for maintaining accurate databases and documentation as per grant program requirements; makes recommendations for change as needed.
- Creates and distributes standard and special reports, studies, summaries, and analysis as required or requested.
- Monitors and coordinates the administration of post-award grants to ensure budget and administrative policies adheres to funding requirements.
- Maintains open communications with funding agencies to keep updated on any programmatic changes.
- Maintains current knowledge of grant funding policies and disseminates, presents, advises and assists in implementing changes or impact of changes in the grants.
- Develops and maintains a library of reference documentations including information such as funding agency requirements and forms, curriculum vitae, abstracts, literature, and other pertinent materials.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES:** N/A

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- Associate's Degree in Finance, Accounting or related field.
- Three years progressive responsibilities in grant monitoring.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements in the administration of grants and contracts.
- Knowledge of current developments and trends in grants and contracts.
- Knowledge of federal, state and/or community funding sources.
- Knowledge of department organization, functions, objectives, policies and procedures.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in budget preparation and administration.
- Skill in operating various word-processing, spreadsheets, and database software programs in Windows environment.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Ability to collect and analyze information to meet informational needs, and develop statistical analysis and reports or data.
- Ability to develop and produce grants and other proposals.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to create and present effective speeches and presentations.
- Ability to exercise independent judgment.
- Ability to handle multiple tasks and meet deadlines.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.

- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
- Ability to maintain confidentiality.

**PHYSICAL DEMANDS:**

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

**WORK ENVIRONMENT:**

- Work is performed in a typical interior/office environment.
- Noise level is usually minimal.

**PREFERENCE:**

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.