PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
PHONE: (505) 869-7584 FAX: (505) 869-7579
EMAIL: poiemployment@isletapueblo.com

VACANCY ANNOUNCEMENT

POSTING NO: 212003-26

OPENING DATE: 10/05/2026
CLOSING DATE: UNTIL FILLED
POSTED: IN/OUT

POSITION:	Grants & Contracts Coordinator
PAY GRADE:	E5 ($27.09/hr. - $42.20/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 polices 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.