



## Employment Opportunity: Grants Specialist

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The Grants Specialists will complete a variety of tasks in support of the project needs including documentation and organization of grant applications, facilitation of and support for grant review processes - including tracking of receipts and detailed financial information, communication coordination between the organization and grant seekers, and maintaining a strong knowledge of the Child Care Aware of Kansas database.

For almost 30 years, Child Care Aware of Kansas has been working hard to develop programming and build systems that support young children, families, child care providers, and communities. Each team members' workday is different and full of opportunities to contribute to our mission: *To provide statewide leadership that builds a diverse, high quality child care system.*

If you think you will enjoy a variety of tasks to support a comprehensive grants project, have a strong commitment to communication and customer service, are willing to focus on the details and completeness of processes, and want to contribute to high-quality early learning environments - then check out the Grants Specialist position at Child Care Aware of Kansas!

We expect to fill two positions. **Bilingual candidates are encouraged to apply.**

### Educational requirements

Bachelor's Degree in Business, Communications or a related field OR Associate degree in Business, Communications, or a related field with 1 year working experience desired. Knowledge of Microsoft Office products needed.

### Location

To be determined (could be in the Salina office or remote). However, at least one position will need to work in our Salina office. **Must reside in Kansas.**

Positions are full-time with benefits including employee paid health, dental insurance, Cafeteria Plan, Simple IRA, vacation/sick leave, etc. Working hours are typically Monday-Friday, 8:00am-5:00pm; however, some evening and weekend hours may be required. Must have a valid Kansas driver's license, when travel restrictions reduce, some travel may be required. Salary is \$16.11 per hour.

*These positions are grant funded. As with any position, we actively work to secure continued support.*

### To Apply

Send cover letter, resume and references to:

Child Care Aware® of Kansas

Human Resources

1508 East Iron

Salina, KS 67401

Or: [angie@ks.childcareaware.org](mailto:angie@ks.childcareaware.org)

Or: Fax to - 785-823-3385

For more information, please visit our website: [www.ks.childcareaware.org](http://www.ks.childcareaware.org)

*All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*

*Together, we can do better. Child Care Aware of Kansas is committed to:*

- *Creating a diverse environment and is proud to be an equal opportunity employer.*
- *Complying with all fair employment practices regarding citizenship and immigration status.*
- *Attracting and retaining a diverse staff – we will honor your experiences, perspectives and unique identity.*

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**Child Care Aware® of Kansas** is a non-profit organization that serves as administrator to the statewide child care resource and referral (CCR&R) network in Kansas. The organization serves all 105 counties by:

- ensuring that **families** have access to affordable, high-quality child care across the state - through child care referrals and consumer education;
- supporting four regional CCR&Rs who work locally to support **child care providers**, programs and early learning staff - through statewide quality initiatives and professional development events;
- and being actively involved in both state and national advocacy efforts that work for positive changes that impact Kansas **communities**.