**Rural Community Assistance Corporation**

**Job Description**

***Program Analyst Trainee***

**Classification:***Grade 9* **Department:** *Operations: Grants& Contracts Administration*

# Status: Non-exempt Supervisor: Grants & Contracts Administration (GCA) Manager

**Organization**

Founded in 1978, RCAC seeks to collaboratively build the capacity of organizations that serve low-income people living in the rural West (13 states including Alaska and Hawaii). RCAC works in partnership with small rural and Indigenous communities and other local agencies to provide tools and resources necessary to improve their quality of life. RCAC offers a wide range of services to communities with fewer than 50,000 people including technical assistance and training for environmental infrastructure; affordable housing development; economic and leadership development; and financing to support community development. Since its inception, RCAC’s dedicated staff and active board have helped affect positive change in rural and Indigenous communities across the West.

**Grants and Contracts**

The Grants & Contracts (GCA) department is responsible for the corporation’s budgeting, contract management, and contract-related procurement.

GCA staff works to safeguard the reputation and the resources of RCAC, so the organization and its clients thrive. Staff works with internal and external clients to support their work. Outcomes of GCA’s work include: RCAC is a leader in industry best practices; compliance with regulations and funder covenants; excellent, efficient, and seamless operations; zero disallowances and zero findings in external audits.

**Position Description:**

The Program Analyst Trainee will learn to manage a diverse portfolio of grants and contracts, generally in one of our three service areas: Environmental, Housing or Loan Fund. The full position provides analysis and high-level administrative support related to compliance and reporting requirements while collaborating with project leads, managers, directors, and field staff. A successful Trainee would transition to a Program Analyst position after satisfactorily completing their training period.

**Specific job goals, objectives and tasks are established for each employee as part of the annual evaluation and work plan process.** **Duties and responsibilities include, but are not limited to:**

* Learn to serve as the primary GCA point of contact for a portfolio of grants, contracts, sub-grants, and sub-contracts
* Learn to provide program support, guidance and coordination to managers, contract leads and others throughout the grant/contract lifecycle
* Learn to review assigned incoming contracts to understand all regulatory requirements, contract terms and conditions, overall contract direction, including deliverables, timeline and budget
* Learn to provide analytical support and assistance with budget preparation and project expenditures
* Learn to identify and track monthly expenses and compare actual expenses against the budget
* Learn to anticipate and identify budget issues and work with project leads to develop solutions
* Learn to track deliverable accomplishment and assist contract leads to prepare internal and external reports
* Learn to manage, maintain, and track grants and contracts information and reporting in database(s)
* Learn to train regional managers and staff and provide feedback on database use and report content
* Learn to prepare and submit or generate reports to funders and others upon request
* Learn to assist the Grants & Contracts Managers with internal staff training and training for clients

**Skills and Qualifications**

* Ability to perform budget and contract analysis
* Ability to work with a variety of database and project management platforms
* Knowledge of budgets and project management
* Knowledge of federal, state, tribal and local government agency programs and regulations
* Knowledge of the Uniform Guidance regulations
* Proficiency with Microsoft Office, particularly Access (or other relational database), PowerPoint, Outlook and SharePoint
* Ability to work independently as well as in team environments
* Uses initiative to approach troubleshooting and problem-solving alternatives
* Organizes and prioritizes work to meet multiple deadlines
* Ability to listen effectively and communicate verbally and in writing
* Ability to work with minimum supervision and handle multiple priorities simultaneously
* Ability to work with adult learners in training environments

**Physical Job Requirements:**

The physical demands described here are representative of those that an employee must meet to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work performed in an office requires the ability to operate computers and various pieces of office equipment, including the telephone. Use may be moderate (average 2 hours per day) to heavy (4 or more hours per day).

While performing the duties of this position, the employee is frequently required to stand and/or sit for prolonged periods of time; walk; talk; hear; use hands to manipulate; handle; feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop; kneel; crouch or crawl.

The employee may occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Preferred Education and Experience:**

A combination of experience and education is required to qualify for the position. A typical qualifying combination would be:

Experience:

Four years of applicable experience in contract analysis, budget analysis and/or database processing, and a variety of high-level administrative duties (education may be substituted for experience). Experience in training adult learners, meeting facilitation and organizational skills is highly desirable.

Education:

Bachelor’s degree (additional qualifying experience may be substituted for the required education).

**Special Requirements:**

Possession of a valid driver’s license and proof of insurance that meets the minimum requirements ($100,000/$300,000) of RCAC corporate liability policy may be required when traveling for business purposes.

**While there is no specific location for this position, RCAC prefers that the position be located within its service area.**

*RCAC is an equal opportunity employer and considers all employees and job applicants without regard to race, religion, color, gender, sex, age, national origin, disability, veteran status, sexual orientation, gender identity or marital status, or any other status protected by law. RCAC strives to reflect the diverse constituencies that the organization serves.*

RCAC employees are federally mandated to be vaccinated against COVID-19 as a condition of employment, subject to reasonable accommodation as required by law.