



## **GRANT WRITER/ADMIN ASSISTANT**

### **JOB ANNOUNCEMENT**

The City of Duluth, Georgia, is accepting applications for the position of part-time **Grant Writer/Admin Assistant** in the Department of Community Development & Engineering.

The purpose of this position is to provide grant research and writing expertise along with administrative support to the Stormwater Division on a part-time basis.

Work includes researching, writing/applying for, coordinating, and assisting in the administration of grants specific to stormwater projects; assisting with the preparation of annual regulatory reports and permit documents; assisting with administrative duties within the stormwater division including but not limited to answering phones, ordering supplies, mailing packages, running errands, and acting as backup to front planning desk, as needed.

#### **Qualifications:**

*Any combination of experience, training, and education which provides the required knowledge, skills, and abilities to perform the duties and responsibilities of the job will be considered.*

1. A High School diploma or state-issued GED is required. College experience and/or degree preferred.
2. Three years of previous work experience in grant writing, customer service and general clerical duties in an office environment is required. Additional specific experience in writing applications for state and federal grants specific to stormwater projects is preferred.
3. Training from a recognized institution in office technology, secretarial science, office administration, business administration, public relations, or closely related areas is desirable.
4. Written and/or spoken fluency in a foreign language (particularly Spanish or Korean) is desirable.

**Hiring range is \$24.50 to \$26.50 (hourly paid bi-weekly, Grade 17)**, with starting salary based on qualifications. Visit our website for a full job description:

[www.duluthga.net/jobs](http://www.duluthga.net/jobs)

## **How To Apply:**

Fill out the online job application and attach supporting documents.

(1) Resume, (2) Cover Letter, (3) Education Transcripts

For questions, please email [careers@duluthga.net](mailto:careers@duluthga.net).

*The City of Duluth is an Equal Opportunity Employer. The City will conform with all applicable local, state, and federal laws concerning employment and will not illegally discriminate with regard to age, sex, sexual orientation, gender identity, race, color, religion, national or ethnic origin, disability, genetic information or other legally protected status or classification, except where mandated or permitted by law as a bona fide occupational qualification.*

*It is the policy of the City of Duluth to provide equal employment opportunities for all applicants and employees. This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer, and other terms and conditions of employment.*

*The City of Duluth, in compliance with Federal law, will provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.*

Posted 6/14/2024, open until filled; may close at any time without notice