



Grants Assistant (full-time)

The Refugee Center is looking for a Grants Assistant to join our team in supporting refugee and immigrant clients with resettlement.

The Refugee Center, with an office in Champaign, IL, exists to provide services essential to refugee and immigrant resettlement in East Central Illinois, and to aid in the exchange and preservation of their respective cultures. Globally aware but locally focused, our professional, compassionate staff provide interpretation services and advocacy in court hearings, doctors' appointments, school conferences, and other settings. For 40 years, we've helped people find stability in their new homes through counseling, tutoring, community health programs, and support in completing paperwork for work, school, and government programs.

The Grants Assistant will be a support member of our Grants and Administration teams. They will work with our grant reporting process and administrative functions. The Grants Assistant will report to the Grants Manager.

Duties:

- Grant Reporting
 - Enter data from client case notes and ensure accuracy of organizational data and timely recording
 - Track internal organizational data by grant
 - Collect and organize information for grant reports
 - Enter data into different systems required by each funder
 - Compile draft monthly reports for Grants Manager to review
 - Edit case note templates for additional metric tracking when required by new grants
- Grant Administration
 - Create reports for Leadership Team regarding where the organization is in meeting metrics and Program goals required by grants
 - Draft one-pager updates for staff, summarizing new grants and which staff will be engaged in those programs
 - Generate vouchering documentation for funders
 - Keep calendar and send reminders around government application and reporting deadlines
 - Assist with the creation and maintenance of training materials for reporting

- Support Database Coordinator with Salesforce administration as needed

Required qualifications:

- Experience with data entry
- Experience working with large sets of data
- High level of attention to detail
- Strong organizational skills
- Passion for our mission and supporting refugee resettlement

Preferred qualifications:

- Familiarity with grants administration
- Experience working in a grants management system like Salesforce
- Experience working with people from different cultures

Compensation & Benefits:

- Salary of \$33,280/year less applicable withholdings
- Option between participating in employer sponsored health plan or a monthly healthcare stipend
- Monthly stipend for mobile phone usage
- This is a full-time position at 40 hours per week

Due to the nature of this work, the Grants Assistant may choose to work remotely, in the office, or have a hybrid work schedule.

If interested, please apply to jobs@trc-cu.org with your resume and cover letter. No phone calls please.