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# Virgin Islands Waste Management Authority

## Job Vacancy Announcement

### Grant Program Assistant

### St. Croix

**Exempt**

**SALARY: Commensurate with Experience**

**DEADLINE: Open Until Filled**

**SUMMARY:**

The Grant Program Assistant provides administrative, clerical, and program support to ensure effective planning, implementation, and compliance of federally funded grants and all other grants. This role assists with preparing documentation, tracking deadlines, maintaining accurate records, and coordinating communication with internal staff, federal agencies, and community stakeholders. The Program Assistant plays an essential role in ensuring that grant-funded projects operate smoothly and in compliance with all federal regulations.

**DUTIES AND RESPONSIBILITIES:**

- Assist with preparing, reviewing, and submitting grant applications, progress reports, and supporting documentation.
- Maintain organized electronic and hard copy grant files in compliance with federal record-keeping requirements.
- Track grant reporting deadlines, deliverables, and key performance indicators.
- Assist with budget monitoring by collecting and verifying invoices, receipts, and expense reports.
- Ensure expenditures comply with federal guidelines and organizational policies.
- Support staff in preparing financial and programmatic reports for federal review.
- Serve as a point of contact for routine correspondence with granting agencies and program partners.

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- Schedule and coordinate meetings, site visits, and training sessions related to grant activities.
- Assist with distributing grant-related communications to staff and stakeholders.
- Collect, input, and maintain accurate data related to grant performance and outcomes.
- Generate regular reports and summaries for management and federal agencies.
- Assist with compiling information for audits, evaluations, and compliance reviews.
- Draft letters, memos, meeting minutes, and other communications. Manage calendars, prepare agendas, and coordinate logistics for grant-related activities.
- Provide general administrative support to the grants team.

#### **EDUCATION, LICENSE, AND EXPERIENCE:**

- Associate's degree required; bachelor's degree in public administration, Accounting/Finance, or related field preferred.
- Minimum of 1–3 years of administrative or program support experience; experience with federal grants strongly preferred.
- Knowledge of federal grant regulations (e.g., 2 CFR Part 200 – Uniform Guidance) is a plus.
- Knowledge of FEMA Public Assistance and Community Development Block Grant Disaster Recovery (CDBG-DR) regulations.
- Strong organizational, time management, and attention-to-detail skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook); preferred database experience.
- Excellent written and verbal communication skills.
- Ability to maintain confidentiality and work effectively with diverse groups.

***Virgin Islands Waste Management Authority is an Equal Opportunity Employer***

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