



Grants Program Associate

The Workforce Development Institute, Inc. (WDI), is a 501(c)(3) non-profit organization that works to grow and keep good jobs in NYS. WDI is seeking a Grants Program Associate to support the Grants Program Manager at our office based in Troy. Overall responsibilities will include Grant Application Process Management - reviewing and tracking weekly applications for grant funding and writing contracts; and Quality Control and Program Administration - reviewing program backup, developing reports, and helping to ensure the integrity of data in and out of the grants management system. This position also provides support as needed to the Finance Manager regarding documentation required for contract payment. The Grants Program Associate must have the ability to communicate effectively both written and oral as well as perform spreadsheet and database analysis and problem solve when necessary.

The right candidate will have a history of being self-motivated with strong critical thinking, logical problem solving and analytical skills with demonstrated success in roles requiring attention to detail. A Bachelor's Degree is required and previous experience with contract management and/or grant funding is a plus. Working knowledge of the MS Office Suite is a must. This is a full-time position with a generous benefit package. Send resume and cover letter to hr@wdiny.org by March 18th. We appreciate your interest in this position, however, only those who will be interviewed will be contacted.

For more information about WDI go to:

www.wdiny.org