

# Forest County Potawatomi

## Position Description

Position Title: **Energy Grant Coordinator**  
Division: **Land and Natural Resources**  
Department: **Energy**  
Reports To: **Energy Manager**  
Position Code: **LNR061N**  
Last Updated: **March 2024**

*This position is partially or fully grant funded. Employment beyond the term of the grant award may be subject to approval by Executive Council.*

### Summary:

Responsible for the administration of grants related to the Energy Department

### Duties and Responsibilities:

1. Oversee all aspects of energy EPA grant management and ensure adherences to all grant conditions and deadlines.
2. Work directly with Grants Department to drive application, compliance, reporting, and close-out procedure of energy related EPA grant.
3. Develop, monitor, and track the project budget, ensuring all expenditures are in line with grant guidelines. Including but not limited to managing invoicing, financial reporting, and auditing processes to maintain transparency and accountability.
4. Ability to be main point of contact for applicable grants, including but not limited to, facilitating communication between tribal leaders, project managers, contractors, government agencies, and community members ensuring all parties remain informed and engaged in projects progress.
5. Provide project support to project management team to ensure planning of project activities, execution, and monitoring of project tasks all align with grant requirements and ensure successful grant utilization.
6. Providing and supporting community outreach and engagement efforts for projects that align with specific grant while ensuring tribal values and community needs are being addressed and met.

### Requirements (Education, Experience, Knowledge, Skills, Abilities):

- Bachelor's degree in Business Administration, Finance, Public Administration, or a related field. Grant Management certification is highly desirable.
- 6-10 years of experience in grant management, preferably with experience managing larger scale federal grants.
- Proficient in Microsoft Office Suite and grant management software.
- Strong financial acumen, with experience in budgeting, financial reporting, and audit coordination.
- Excellent organizational skills, with the ability to manage multiple tasks simultaneously and meet tight deadlines.

- Excellent communication and interpersonal skills, ability to work collaboratively with diverse groups including but not limited to tribal and federal government agencies, and contractors.
- Knowledge of EPA regulations, energy projects, and sustainable practices is high desired.
- Respect for tribal sovereignty, cultural traditions, and environmental values.
- Must have a valid, clean driver's license and be at least 18 years of age.
- Must successfully pass all applicable background checks and drug screens.

**Physical Demands:**

Carry 50#:	Not Applicable
Carry 25#:	Not Applicable
Pull:	Not Applicable
Push:	Not Applicable
See:	Constant
Hear:	Frequent
Walk:	Occasional
Stand:	Occasional
Sit:	Constant
Crawl:	Not Applicable
Heights:	Not Applicable
Enclosed Space:	Not Applicable
Twist:	Not Applicable
Bend:	Not Applicable
Climb:	Not Applicable
Drive:	Occasional
Heavy Equipment:	Not Applicable