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| Job Title: | Grants Analyst 2 | Job Code/ Req#: | 64007 |
| Department/Group: | TN EC | Position Type: | Contract |
| Duration : | 03/16/2025 - 03/15/2027 | Date Posted: | 02/12/2025 |
| Expenses Allowed | Yes | Posting Expires: | 02/28/2025 |
| **Location :** | Hybrid  **Address**  500 James Robertson Pkwy, Davy Crockett Tower Nashville, Tennessee 37243 | **Quantity Requested :** | 2 |
| **Level/Salary Range :** | $25/hr on C2C | Send Resumes to : | resumes@taurusbiz.com |
| **Schedule:** | | | |
| **Days**  Monday Yes Tuesday Yes Wednesday Yes Thursday Yes Friday Yes Saturday No Sunday No  **Hours/Day**  7.5  **Time Zone**  CST  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Shifts Start Time End Time Description Active**  Shift 1 8:00AM 4:30PM Yes  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Description**  2 positions-Land and Water Conservation Fund Program Grants Specialist.  Administer of grants for LWCF program Includes applications, Contracts, Grant Management System and activities, inspections, etc. Comply with federal deadlines and regulations.  **Qualifications**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Type** | **Category** | **Qualification** | **Description** | **Competency** | **Required** | | Education | Database | Bachelor's Degree with  experience | Bachelor’s degree and experience equivalent  to one year of full-time increasingly responsible professional grants analytic work. | Proficient (4-6 Years) | Yes | | Skills | Others | Accounts Payable |  | Proficient (4-6 Years) | Yes | | Skills | Others | Accounts Receivable |  | Proficient (4-6 Years) | Yes | | Skills | Others | Addressing |  | Proficient (4-6 Years) | Yes | | Software | Others | Adobe Acrobat |  | Proficient (4-6 Years) | Yes | | Skills | Others | Appointment Setting |  | Proficient (4-6 Years) | Yes | | Skills | Others | Book-keeping |  | Proficient (4-6 Years) | Yes | | Skills | Others | Correspondence - Email |  | Advanced (7-9 Years) | Yes | | Skills | Others | Correspondence -  General |  | Advanced (7-9 Years) | Yes | | Skills | Others | Customer Service |  | Advanced (7-9 Years) | Yes | | Skills | Others | Customer Service Skills |  | Proficient (4-6 Years) | Yes | | Skills | Others | Emailing |  | Proficient (4-6 Years) | Yes | | Skills | Others | Filing |  | Proficient (4-6 Years) | Yes | | Software | Others | Internet |  | Expert (10+  Years) | Yes | | Software | Others | Microsoft Excel |  | Proficient (4-6 Years) | Yes | | Software | Others | Microsoft PowerPoint |  | Proficient (4-6 Years) | Yes | | Software | Others | Microsoft Word |  | Proficient (4-6 Years) | Yes | | Skills | Others | Proofreading/Editing |  | Proficient (4-6 Years) | Yes | | Skills | Others | Scheduling |  | Proficient (4-6 Years) | Yes | | Skills | Others | Typing |  | Proficient (4-6 Years) | Yes | | Skills | Others | Verbal Communication |  | Advanced (7-9 Years) | Yes | | | | |
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| **Reviewed By:** | Swathi G | **Date:** | 02/12/2025 |
| **Approved By:** | Ram S | **Date:** | 02/12/2025 |
| **Last Updated By:** | Swathi G | **Date/Time:** | 02/12/2025 |