



**\*\*VACANCY ANNOUNCEMENT\*\***

**Job Title:** Project Coordinator

**Status:** Full-Time

**Pay Grade:** C7, Step TBD (based on skills and experience)

**Job Description:**

An ideal candidate for a Project Coordinator with Cullman County Economic Development should possess unique skills, education, and experience. Here are some essential qualities to look for in an ideal candidate:

- **Understanding of Community Development:** The ideal candidate should understand community development principles and strategies. They should be familiar with the different types of community development projects, such as infrastructure, parks and recreation, emergency services funding, non-profit assistance, and workforce development, and be able to identify grant opportunities that support these initiatives.
- **Strong Writing and Communication Skills:** A grant writer should have exceptional writing and communication skills to effectively communicate the community development and economic development agency's needs, goals, and objectives to grant-making organizations. They should be able to write clear, concise, and compelling proposals highlighting the proposed project's benefits to the community and the local economy.
- **Knowledge of Grant Writing:** The ideal candidate should have experience in grant writing and be familiar with the grant application process. They should have a deep understanding of the various types of grants and be able to tailor proposals to meet the specific requirements of each grant-making organization.
- **Research Skills:** The ideal candidate should have strong research skills to identify potential grant opportunities and stay up-to-date on new grant programs that may become available. They should also be able to gather data and information to support the proposed project.
- **Attention to Detail:** The ideal candidate should have excellent attention to detail to ensure that grant proposals are free of errors, meet all the requirements of the grant-making organization, and are submitted on time.
- **Collaboration Skills:** The ideal candidate should collaborate effectively with community development and economic development officials, program managers, and other stakeholders to gather the necessary information and ensure that proposals are aligned with the agency's goals.
- **Education and Experience:** An ideal candidate for a Project Coordinator with Cullman County Economic Development should have a bachelor's degree in a related field, such as community or economic development, planning, business, public administration, or related field. Additionally, they should have at least three years of experience in grant writing, preferably in a community and economic development setting.

Overall, an ideal candidate for a Project Coordinator with Cullman County Economic Development should possess a combination of community development and economic development knowledge, writing skills, grant writing experience, research skills, attention to detail, collaboration skills, and education and experience in a related field.

Employment applications are available at <http://co.cullman.al.us/assets/PDFs/Job-Postings/Cullman-County-Application-Form-Fillable.pdf> or from the Personnel Department at the County Courthouse, 500 2nd Ave SW-Room 109, Cullman, AL 35055.

Completed employment application, with current resume and a **SAMPLE GRANT PROPOSAL** or **WRITING SAMPLE**, must be returned to the Cullman County Commission Personnel Department and can be delivered in person or:

**Mail:** 500 2nd Ave SW, Cullman, AL 35055

**Email:** [personnel@co.cullman.al.us](mailto:personnel@co.cullman.al.us)

**Fax:** (256) 775-4670





# CULLMAN COUNTY COMMISSION VACANCY ANNOUNCEMENT

VACANCY	POSTING DATE	CLOSING DATE
NON-EXEMPT POSITION	4/19/2023	POSTED UNTIL POSITION IS FILLED (POSTED FOR A MINIMUM OF 7 DAYS)
JOB TITLE	PROJECT COORDINATOR	
DEPARTMENT	ECONOMIC DEVELOPMENT	
STATUS	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary/Seasonal Monday through Friday, 40 hours per week with occasional overtime, out-of-town travel and after hours required.	
PAY GRADE	Grade C7, Step TBD (based on skills/experience)	
POSITION DESCRIPTION	Responsible for researching, applying for grant funds meeting the county needs; coordinating between county, local, state, and federal grantors to ensure guidelines are met and projects are completed in a timely manner. Assists to promote Cullman County and grant sources and activities. Other duties as assigned.	
REQUIREMENTS FOR POSITION	<ul style="list-style-type: none"> <li>• Knowledge of grant writing principles and policies.</li> <li>• Ability to perform research to locate funding sources.</li> <li>• Ability to communicate effectively with supervisors, elected officials, local, state and federal agency representatives, co-workers and the general public.</li> <li>• Ability to work with Federal, State, and local elected officials, all Cullman municipalities, fire departments, communities, and organizations along with the general public.</li> <li>• Must be computer/internet savvy (Microsoft: Word, Excel, Power Point, etc.) and possess excellent oral and written communication skills with public speaking and presentations also required.</li> <li>• Must possess valid Alabama driver license and have a driving record that meets standards set by the county's insurance carrier.</li> </ul>	
EDUCATION	A four-year college degree and/or three years' related work experience; however, any combination of education and work experience which provides the qualifications listed above will be considered. Previous grant writing experience preferred.	
HOW TO APPLY	<p>Employment applications are available on our website at <a href="http://www.co.cullman.al.us">www.co.cullman.al.us</a> , or from the Personnel Department at the County Courthouse, 500 2<sup>nd</sup> Ave SW-Room 109, Cullman, AL 35055.</p> <p>Completed employment application, with current resume (if applicable) and a <b>GRANT WRITING SAMPLE</b> must be returned to the Cullman County Commission Personnel Department. May be delivered in person or:</p> <p style="text-align: center;">Mailed to: 500 2<sup>nd</sup> Ave SW, Cullman, AL 35055            Emailed to: <a href="mailto:personnel@co.cullman.al.us">personnel@co.cullman.al.us</a>            Faxed to: (256) 775-4670            The Personnel Department may be contacted at (256) 775-4891</p>	

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