

**JOB TITLE: Contracts and Grants Administrator**



Bienestar Human Services, Inc. is a unique non-profit social service organization that successfully improves the health and well-being of the underserved Latino community in Southern California. BIENESTAR uses a uniquely relevant, peer-based approach, combined with 100% cultural competence and community outreach, to improve the outcome of public health. BIENESTAR networks with other social service organizations to provide a complete package of support to its clients.

**SUMMARY OF DUTIES/RESPONSIBILITIES:**

- Responsible for monitoring all grants at BIENESTAR based off Notice Of Awards (NoA) and contracts to be in compliance with program objectives, fiscal requirements and administrative policies and procedures.
- Responsible for effectively communicating and working with all Directors/Manager on all aspects of contract/program compliance (e.g. designing, developing, implementing and monitoring contract/program SOW, implementing staff trainings, agency quality management/evaluation plans, contract budget management).
- In collaboration with the Evaluations Manager, will manage and submit on a timely and/or deadline basis all contract performance data to funding sources, and management team for review (e.g. monthly, quarterly, bi-annual and annual contract/program performance reports).
- Responsible for maintaining BIENESTAR's approved budgets, contracts, grant submissions and subcontract agreements stored in our cloud repository.
- Development of annual work plans, contract performance evaluation, and new projects.
- Informs the COO on all contract and program compliance, requirements and strategies to highlight consumer needs.
- Informs and address quality assurances of the programs.
- Other duties as assigned.

**QUALIFICATIONS:**

- Minimum of 2 years of previous experience with federally funded, state-funded, city and/or county public health services.
- Undergraduate or Graduate degree in Public Health, Social Work, Administration or a related field preferred or at least 2 years' experience work with governmental grants.
- Must be bi-cultural with previous experience working within a diverse work environment.
- Must possess an understanding of the needs of the Latinx and/or Lesbian, Gay, Bisexual and Transgender communities and other underserved communities.

- Proven track record through reference checks of providing leadership in the development, implementation, day-to-day oversight and evaluation of programs, services and events to achieve the agency's goals, objectives and vision.
- Must be organized and pro-active possessing excellent problem solving skills to work as part of an integrated team.
- Proven leadership in community relations and advocacy with experience in the public and/or private section.
- Must possess excellent communication and writing skills.
- Bi-lingual English/Spanish preferred, but not required.
- Must be detail-oriented, possessing a high level of concentration with the ability to handle frequent changes meeting established deadlines.

**HOURS:** Full Time Position, Exempt Status

**SALARY:** \$65,000-\$75,000. Commensurate with education and experience.

**SEND COVER LETTER & RESUME:** [Hrjobs@bienestar.org](mailto:Hrjobs@bienestar.org)

***Position Will Remain Open Until Filled. Bienestar Is An Equal Opportunity Employer.  
Members of the LGBTQ+ community are encouraged to apply.***