



**Position:** Workforce Grant Support Coordinator

**Date:** August 2025

**Reports to:** Vice President of Workforce

**FLSA:** Full Time, Exempt

**Location:** Fargo, North Dakota

**Department:** Workforce

### **Position Objectives and Purpose**

The Workforce Grant Support Coordinator supports the implementation and administration of the Good Jobs Challenge, a federally funded workforce development program. With a focus on participant onboarding, data tracking, compliance, and partner coordination, this role ensures smooth program operations and effective delivery of training and support services. The coordinator plays a key role in connecting individuals to upskilling opportunities in high-demand sectors, while maintaining strong communication with internal teams, education and training providers, and community partners.

### **Essential Functions:**

- **Program & Participant Support**
  - Serve as the primary point of contact for individuals seeking to access Good Jobs Challenge (Ignite Initiative) grant funding, conducting eligibility assessments, guiding participants through the onboarding process, and ensuring a positive and efficient experience.
  - Act as a responsive liaison for training and education providers, addressing questions, resolving concerns, and building strong, trust-based relationships that enhance program outcomes.
- **Data, Metrics & Performance Management**
  - Partner with workforce staff to systematically track, capture, and analyze program activities, outputs, and outcomes, leveraging data to inform strategy and demonstrate impact.
  - Monitor and report on the financial performance of grants and program budgets, ensuring alignment with established goals, compliance requirements, and fiscal responsibility.
- **Grant Administration & Compliance Oversight**
  - Oversee the development, organization, and maintenance of comprehensive grant records, agreements, and reports to ensure full compliance with federal, state, and local regulations.
  - Proactively identify and address compliance risks, streamlining administrative processes to improve accuracy, transparency, and accountability.



- **Scheduling, Planning & Operational Coordination**
  - Strategically manage and optimize schedules, priorities, and connections for the workforce team to maximize productivity, collaboration, and timely execution of initiatives.
  - Plan, coordinate, and execute logistics for meetings, convenings, and events—ensuring operational excellence, participant engagement, and alignment with program objectives.
- **Organizational Culture, Partnerships & Collaboration**
  - Champion a culture of collaboration, inclusivity, and service excellence by fostering strong relationships across internal teams and with external stakeholders.
  - Facilitate cross-departmental communication and shared problem-solving to advance organizational goals and strengthen the workforce ecosystem.

### **Minimum Qualifications**

- Strong organizational and project management skills, with the ability to manage multiple tasks and deadlines simultaneously.
- Proficient in document and data management software, project tracking systems, and financial reporting tools (e.g., Microsoft Office Suite).
- Strong interpersonal skills, with a commitment to inclusivity, collaboration, and customer service.
- Ability to work independently and as part of a team in a fast-paced, dynamic environment.
- Self-aware of personal attitudes, beliefs, and biases, with a commitment to inclusivity.
- Open to challenges and willing to learn from others.
- Flexible, resourceful, and proactive with problem-solving and communication.
- Adaptable and capable of shifting focus when priorities change.
- Strong project management and organizational skills, with the ability to manage tasks and meet deadlines.
- Able to work independently as well as collaboratively within a team.
- Demonstrates cultural competence and the ability to communicate and interact effectively with populations across different cultures, abilities, genders, ethnicities, and races.

### **Preferred Qualifications**

- Familiarity with grant-funded programs and their reporting requirements.
- Experience working with cross-functional teams and fostering partnerships with internal and external stakeholders.
- Ability to analyze data and report on project outcomes, compliance, and financial status.
- Possession of a valid driver's license.



### **Working Conditions and Environment**

The Chamber is a flexible work environment. The team culture is fun, innovative, collaborative and prides itself on excellence.

### **Terms and Compensation**

This is a full-time, fixed-term, temporary position beginning as soon as possible, with an anticipated end date of September 30, 2026, aligned with the associated grant timelines. If an extension of grant funding is received, The Chamber may consider extending employment.

The anticipated annual salary range is **\$55,000-60,000**, commensurate with experience. This position includes a comprehensive benefits package with health insurance, retirement plan, paid time off, and professional development opportunities.