



# CONNECTICUT

RESOURCE CONSERVATION & DEVELOPMENT  
1066 Saybrook Road  
Haddam, Connecticut 06438

**Title:** CTRC&D Grants Coordinator - Financial Assistant

**Employer:** Connecticut Resource Conservation & Development Area, Inc. (CTRC&D)  
1066 Saybrook Road, Haddam, CT

**Employment Status:** Part-time/Hourly

**Hours:** 12-15 hours/week – flexible work week

**Location:** This position is headquartered at the CTRC&D Office at 1066 Saybrook Road, Haddam, Connecticut.

**Salary Range:** \$20 - \$25 per hour depending on education and/or work experience

## Job Duties and Responsibilities:

The Grants Coordinator – Financial Assistant is a unique support position within the CTRC&D organization. This position supports CTRC&D programs and the CTRC&D Council as assistant bookkeeper support, grants administrator, and fundraising and marketing coordinator. This position also provides ad hoc support on an as-needed basis for agriculture -conservation programs. The position is currently part-time. There is an opportunity for growth depending on the interests and skills of the individual, fundraising and grant awards. Position responsibilities include the following tasks:

- Monitoring and management of grant funds and financial reporting, including gathering narrative reports from Staff and Executive Director to provide quarterly and final narrative-financial reports to federal and state funding agencies
- Bookkeeping assistance/financial support to Financial Administrator.
- Assistance to Agriculture Programs Manager on grant application process for programs and assistance to farmers
- Research of new funding opportunities, fundraising outreach and event coordination
- Marketing of CTRC&D programs including but not limited to assistance with marketing research, review and recommendations for outreach, marketing design for programs, website and social media postings, and writing and posting newsletters

## Knowledge, Skills, and Abilities:

In addition to the knowledge, skills, and abilities listed, this position requires an outgoing self-motivated individual who is curious, creative, and enthusiastic about conservation, agriculture, and sustainable rural economic growth.

- Education and/or work experience in financial/grant operations, accounting, and/or bookkeeping is required.
- Knowledge or willingness to develop skills with website language and social media for marketing organization.
- Ability to learn or current knowledge of design software programs such as Publisher or Adobe Design Products.
- Good communication, writing skills and works well in a flexible, friendly, busy non-profit office setting.
- Organizational, time and task management skills are important.
- Knowledge or working experience with QuickBooks, Excel, Word, and other applicable Microsoft Suite Software.
- Experience as volunteer or professional, with conservation, agriculture, or natural resources is desirable, but not required.

CTRC&D is an Equal Opportunity Employer.

Women, minorities, individuals with disabilities and veterans are encouraged to apply.

