**City of Peru Grant Coordinator**

Coordinate the work of the City of Peru and assist with disaster recovery efforts.

* Build and maintain relationships with potential funding sources.
* Evaluate and seek grants and other financial opportunities to advance City of Peru priorities
* Attend meetings and represent the city of Peru for all grants and grant-related projects
* Coordinate all needed paperwork for grants, through application to closing of grants
* Serve as authorized representative for the city of Peru for disaster recovery projects and grants
* Help develop and see to completion grants and projects for Peru
* Assist with outreach, public relations and reports to community
* Report at each meeting of the City Council

Required Qualifications:

* Bachelor’s degree
* Self-starter
* Excellent communication skills with competence as a writer
* The ability to work collaboratively with a broad range of individuals
* Excellent organizational skills
* Ability to meet deadlines

Preferred Qualifications:

* Experience with federal and state funding sources
* Experience working with municipal government and/or the public sector

Term and Reporting: This is a part-time (approximately 20 hours), 12-month contract that reports to the City of Peru Council. Pay is commensurate with experience.

Send cover letter, resume and references to the City of Peru at 614 5th Street. Peru, NE, 68421, cityclerkcityofperu@gmail.com . The application period will remain open until the position is filled. The City of Peru is an Equal Opportunity Employer.