

## City of Socorro Job Description

<b>Job Title:</b> Grants & Special Projects Coordinator	<b>Department:</b> Grants
<b>FLSA Status:</b> Full Time - -Exempt	<b>Salary:</b> \$45,000 to \$65,000
<b>Approved:</b> September 18, 2025	<b>Last Revised:</b>

### Position Summary:

Under general direction of the City Development Director, the Grants & Special Projects Coordinator is responsible for researching, developing, securing and managing grant funding to support City programs services, and initiatives, and coordinating activities under the Department's special projects portfolio. Assists in implementing and tracking project workflows to ensure timely execution and communication of milestones. This role ensures compliance with all federal, state, and local regulations while coordinating the implementation of special projects that advance the City's strategic goals. This position helps drive efficiency and excellence in the City's pursuit of external funding, delivery of public service improvements, and execution of citywide development initiatives.

### Duties, Functions, and Responsibilities:

- Research, identify, and recommend grant opportunities that align with the City's goals and priorities.
- Assist in drafting narrative components, budgets, and application attachments.
- Assist in establishing, maintaining accurate records, funding status, reporting schedules all paperwork and files for grants and contracts.
- Coordinate internal contributors, timelines, and data collection for multi-departmental applications.
- Tracks submission deadlines, compliance requirements, reporting schedules, confirmations, and deliverables
- Create and maintain workflows and task trackers for active projects.
- Ensure compliance with federal, state, and local grant regulations and City policies.
- Monitor grant-funded program expenditures in collaboration with the Finance Department.
- Assist in coordinating kickoff meetings, check-ins, and interdepartmental communications.
- Support project teams with documentation, correspondence, and reporting logistics.
- Maintain a centralized library of commonly used grant materials (templates, MOUs, financials, maps, etc).
- Update internal dashboards or shared tracking systems for grant status, reporting dates, and awarded projects.
- Draft public meeting notices, press releases, and social media content for community-facing projects, while coordinating with the City's Public Information Officer for messaging, format, and language cohesiveness.
- Prepare materials for presentations and outreach events in collaboration with other departments.
- Assist with basic design and publication of economic development or grant-related flyers or digital content.
- Work closely with the City Development Director, Grants Compliance Officer, and Economic Development Coordinator.
- Support staff with administrative tasks related to pre-award and early-stage implementation.
- Maintain effective working relationships with city departments, outside agencies, and community partners.
- Participate in relevant trainings, workshops, and grant-related or special projects-related professional development
- Support and coordinate deliverables for the Department's special projects portfolio.
- Perform other duties to support the mission and efficiency of the department as required
- Regular worksite attendance is an essential function.
- Responsible for any other duties and assignments issued by the City of Socorro.

### Knowledge, skills, and abilities

- Grant writing and proposal preparation
- Public and private grant programs (Federal, State, nonprofit)
- Application of good knowledge of local, state and federal grant laws, rules and regulations related to municipal entities
- Project coordination and timeline management
- Conduct research, compile data, analyze findings, identify key issues and prepare recommendations
- Workflow systems such as Google Sheets, Trello, Asana, or equivalents

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- Modern office procedures and equipment
- Strong analytical, organizational, and communication skills.
- Proficient in Microsoft Excel and other financial tools.
- Effective data entry and record-keeping.
- Draft clear and persuasive written content
- Organize multiple projects and meet deadlines
- Communicate effectively with internal teams and external partners
- Track tasks and documents with precision
- Interpret RFPs and application guidelines

### Minimum Qualifications

- A candidate must possess a bachelor's degree in Finance, Accounting, Public Administration, Planning, Nonprofit Management, Business Administration, English, or a related field preferred.
- Equivalent work experience in grant writing or program coordination may be considered.
- Two (2) years of experience in grant writing, proposal development, or project coordination preferred.
- Experience in municipal, nonprofit, or governmental environments is a plus.
- Possess a valid Texas class "C" Driver's License.

### Equipment:

- Operates standard office equipment, including computers with various software, calculators, copiers, scanners, shredders, fax machines, and multi-line telephone systems.

### Physical Requirements:

- Must be able to lift a minimum of 25 pounds
- Sits, stands for extended periods of time

### Conditions of Employment:

- Pass Pre-Employment Drug Screening, and random drug and alcohol testing
- Pass Background Check
- Must be able to attend City Council meetings when needed
- Work flexible hours and overtime as required
- Bilingual Skills: English and Spanish preferred

  
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Mayor

9-18-25  
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Date

  
\_\_\_\_\_  
City Manager

9/18/25  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Human Resources Director

09/19/25  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

