Job Description

ESSERF Contract Manager

Primary Purpose of Position:

• To manage the overall contract with DPI including documenting expenditures and payments, overseeing special events and training, ensuring compliance with the contract regulations and preparing financial reports
• To be the primary contact for ESSERF related activities

Title of Immediate Supervisor:

• Executive Director

Description of Responsibilities and Duties:

• Collaborate with the Director of Programs to design and implement contract programs
• Collaborate with the Executive Director to prepare and monitoring the contract budget
• Collaborate with the Office administrator to track contract related direct contact hours
• Manage the timeline and resources for contract related special event

Work Schedule:

• Forty (40) hours per week covering the five (5) days of the workweek
• Position will include benefits

Knowledge, Skills & Abilities:

• Experience with event coordination and leadership
• Methodical and strategic thinking with excellent organizational skills
• Strong written and oral Communication skills are required
• Budgeting and accounting experience
• Position requires an adequate knowledge of computer usage, especially Microsoft Office, Google applications and database applications
• Knowledge of auditing policies
• There needs to be a high degree of attention to detail and accuracy, and proven ability to work in a team environment. Employee needs to possess ability to work with a minimum of supervision, and must have effective interaction skills

**Required Minimum Training:**
• Degree in business administration or related field preferred
• 2 years training in office systems and management
• Experience in the area of deafness and hearing loss is a plus
• Experience and/or training in early childhood development is a plus