



## **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