



Grant Administrator: The Edgecombe County Manager's Office is accepting applications for a full-time Grant Administrator. This position performs duties related to the research, application, and administration of grants which the County is eligible to receive. This position is responsible for planning, researching, organizing, applying for, and administering, as needed, grants in which the County desires and is eligible to receive. Work requires skills in research, writing, listening, documentation, and working with staff and citizens who would benefit from the grants. Work requires the development of a broad knowledge of grant opportunities and the ability to properly put applications together. Work is under the general direction of the County Manager.

A Bachelor's degree in English, Journalism, Business, Public Administration, or a related field is required. Experience in grant writing and administration is preferred. An equivalent combination of education and experience may be accepted

Valid North Carolina driver's license, pre-employment drug testing and background check required.

A detailed job description is available upon request.

Minimum Salary: \$35,945 (with excellent benefits that total over \$9,000 annually)

Closing Date: Opened until filled

Interested candidates must complete and submit an Edgecombe County Application Form. **The application may be obtained online at www.edgecombecountync.gov/ or applications are available at the Human Resources Office, 4th Floor of the Administration Building - 201 St. Andrews Street, Tarboro, NC 27886.**

Send application to: Edgecombe County Human Resource Department, P. O. Box 10, Tarboro, NC 27886.

Edgecombe County is an Equal Opportunity Employer.