



Fifth Avenue Committee
Our Community. Our Future.

JOB ANNOUNCEMENT

Contract Management Associate – Part-time

Title: Contract Management Associate

Unit: Administration/Finance

Job Status: Non-Exempt

Employee Type: Part-Time/21 Hours Weekly

Fifth Avenue Committee (FAC) is a nationally recognized South Brooklyn based, non-profit comprehensive community development corporation and NeighborWorks America member formed in 1978 whose mission is to advance economic, social and racial justice in New York City through integrated, community centered affordable housing, grassroots organizing, policy advocacy, and transformative education, training and services that build the power to shape our community's future. FAC works to transform the lives of over 5,500 low and moderate- income New Yorkers annually so that we can all live and work with dignity and respect while making our community more equitable, sustainable, inclusive, and just.

FAC seeks a part-time Contract Management Associate to join our growing organization. The Contract Management Associate will work closely with Contract Manager and staff at FAC and FAC affiliate, Neighbors Helping Neighbors (NHN), to effectively support the agencies in meeting their government, foundation and corporate contract/grant requirements and manage or assist in the registration, reporting and vouchering of multiple government contracts, and grants. This position reports to the Contract Manager at Fifth Avenue Committee.

Responsibilities:

- Maintain up to date and timely registrations for both FAC and NHN to enable payment and reporting on multiple government and/or funder portals (i.e. SAM, Grants Gateway, Accelerator, PassPort, VendRep, etc...) including ensuring that up to date insurance certificates and other documents are uploaded.
- Prepare and submit invoices/vouchers for timely payment. Follow-up as necessary to ensure payments are processed.
- Work closely with FAC and NHN program staff to collect the necessary documentation related to service delivery, and outcome goals needed to report on and draw down funds for contracts/grants.
- Ensure documentation meets grant/contract requirements of multiple public and private funders.
- Collect, tabulate, track and report on contract activities such as training, counseling, outreach activities and workshops as required.
- Assist Contract Manager, fundraising and/or program directors to assemble and submit back up documentation for expenses and/or milestone achievement.
- Perform administrative duties including photocopying, scanning, completing forms/templates, manipulating PDFs.
- Other duties as assigned.

Qualifications:

- Minimum of 1 year of experience with contract management or relevant administrative experience; preferably in community development or social services agencies.
- Excellent communication and strong computer skills required including experience using Microsoft Office products (Word, Excel, PowerPoint) and Adobe and ability to learn new material quickly.
- Highly organized, thorough, strong attention to detail, and able to handle competing priorities and tasks and deadlines and demonstrate good judgement.
- Comfortable performing a broad range of tasks, some highly interactive and some working independently.
- Driven and self-motivated; able to work independently as well as under supervised direction.
- Flexibility to work beyond 21-hours per week some weeks.
- Professional with a sense of humor, humility, and respect.
- Strong commitment to FAC's mission to advance social, economic, and racial justice.

Compensation:

\$21 -\$23 per hour - commensurate with experience. Compensation packages includes paid vacation and sick time.

To Apply:

E-mail cover letter with resume with "**Contract Management Associate – P/T**" in the subject line by November 30, 2022.

Fifth Avenue Committee, Inc.
Attn: Contract Management Associate
621 DeGraw Street
Brooklyn NY 11217
jobs@fifthave.org

No phone calls please.

For more information about FAC, go to www.fifthave.org

Women, people of color and neighborhood residents are strongly encouraged to apply.

FAC is an equal opportunity employer.