



INDEPENDENT CONTRACTOR

for Grant Program Services
June 21, 2021 – February 28, 2023

JOB TITLE: American Sâtba - Ammalaw Program (ASAP) Coordinator

COMPENSATION: Hourly contractual rate is between \$12-14/hour

JOB SUMMARY:

The American Sâtba - Ammalaw Program (ASAP) Coordinator position is an excellent opportunity for an independent, CNMI-based professional to be involved in the implementation of a new grantmaking program under the Northern Marianas Humanities Council ("the Council"). The purpose of ASAP is to subaward funding provided by the American Rescue Plan Act of 2021 and the National Endowment for the Humanities to eligible CNMI organizations for the prevention, preparation for, response to, and recovery from the COVID-19 pandemic. The Scope of Work will be created with the Contractor in mind and the primary duties and responsibilities outlined for this role. The expectation is that the ASAP Coordinator perform tasks in accordance with timelines established for program promotion, communication with applicants, application processing, data collection, and reporting. The ASAP Coordinator may be required to travel inter-island within the CNMI to promote program activities between August 1 – September 30, 2021.

The ASAP Coordinator is expected to work an average of 20 hours/week between June 15 – December 15, 2021. Thereafter, this position will work on a more flexible schedule through February 2023 to monitor subrecipient's compliance with ASAP grant terms and conditions, assist with evaluating and tracking submission of subrecipient reports, and compile data for reports due to NEH. This position will work under the supervision of the Council's Executive Director, who has over 10 years of experience in federal grant management/grant-making activities. Work hours and location are flexible, provided deadlines are met, with some hours in the Council's office for collaborative purposes.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Work both independently and collaboratively to design and create ASAP program content and communicate program information to applicants and awardees, including website and social media updates, press releases, and information sessions.
2. Schedule and conduct in-person and virtual program information sessions.
3. Troubleshoot application issues and field inquiries related to the ASAP program.
4. Prepare application materials and meeting minutes for selection committee.
5. Assist with organizing, digitizing, and filing program records.
6. Assist subrecipients with the completion and submission of required narrative and financial reports.

7. Compile program reports, including data submitted by program participants.
8. Maintain and disseminate a calendar of activities and deadlines related to the ASAP program.

KEY SKILLS & ATTRIBUTES:

- ✓ Demonstrates cultural competencies and inclusiveness in communications and implementing programming and administrative processes;
- ✓ Superior time management skills; organized, efficient, detail-oriented, resourceful, productive and able to work on multiple projects simultaneously and meet internal and external deadlines.
- ✓ Employs effective written and oral communication skills.
- ✓ Reflects on program effectiveness and identifies and analyzes potential issues and areas for improvement.
- ✓ Works effectively as a team leader, as well as a member of a team in a collaborative environment.
- ✓ Robust computer literacy.

Required:

- ✓ Two years of combined experience in grant management activities, program/event management, and related administrative or communication support.
- ✓ Relevant experience marketing content and activities on social media.
- ✓ Must be able to work both collaboratively and independently.
- ✓ Excellent English writing and speaking skills.
- ✓ Interest in the humanities and commitment to Northern Marianas Humanities Council's work and mission.

The mission of the Council is to navigate and explore the human experiences of the indigenous and diverse peoples of the Commonwealth by enriching their lives through research, dialogue, programs, and publications.

Visit www.nmhcouncil.org to learn more about the Council and its programs.

HOW TO APPLY:

Interested individuals are invited to submit: (1) a Letter of Interest; (2) a detailed resume; (3) a representative sample of your writing (500 word minimum); (4) links to 3-5 social media posts promoting an event or program; (5) names and phone contact of three references to Leo Pangelinan, Executive Director, Northern Marianas Humanities Council, via email to: info@nmhcouncil.org. Please reference "ASAP Coordinator" in the subject line. Deadline for submission of items 1-5 is June 19, 2021.