



Town of Lake Placid have an open position for a Grant and Compliance Coordinator Assistant

The Town of Lake Placid seeks an experienced Grants and Compliance Coordinator Assistant to attain multi-million-dollar initiatives that achieve public works, wastewater and water quality improvements (not limited to). The coordinator's responsibility is to oversee grant standards and compliance needs for successful projects and grants awards. The Grants and Compliance Coordinator will also be responsible for tracking contributions, project budgets, and filing required reports on time and within each grant system portal. This includes developing methods to support sub-grantees or partner organizations who require the same. The coordinator will work with partner organizations to write and act on funding opportunities plus manage existing projects, which will include applying innovative solutions and assuring excellent fiduciary oversight for collaborative approaches. The position will assist with various events and outreach needed for project success. Other duties as assigned. Resumes are welcomed, but a completed Town of Lake Placid application is required in order to be considered for the position. Applications can be downloaded from the Town website at <https://www.lakeplacidfl.net/employment> **Submit applications to Finance@mylakeplacid.org or drop off an application to the Town of Lake Placid Government Center 1069 US Highway 27 N, Lake Placid, FL 33852.**

Position is open until filled.

Position reposting. Previous applicants need not to reapply