

## **Administrative Assistant/Grant Administrator**

Northwest Missouri Regional Council of Governments is seeking applicants for the position of a Part-time Administrative Assistant/Grant Administrator to work in the Maryville, Missouri office. The right person will work with a variety of Federal, State and Local agencies to assist our region to improve infrastructure needs as well as assist in the day-to-day operations in the office. The position requires strong multi-tasking, organizational and communication skills. The position will include general office duties and the administration of grants to meet regulations set forth by all funding agencies. Our agency serves a five-county area consisting of 41 communities.

As an entry level position, the right candidate will start with a wage of \$12/hr. If you like to help people and work with communities, this is a great opportunity for you to get started with a career in administration. The Northwest Missouri Regional Council of Governments is an Equal Opportunity Employer.

For a full job description, visit [www.nwmorcog.org](http://www.nwmorcog.org). Deadline for consideration is Wednesday, May 19, 2021. To apply for the position, please email a resume and cover letter to [jerri@nwmorcog.org](mailto:jerri@nwmorcog.org).