

## GRANTS MANAGER/ADVOCATE – FULL-TIME

Mid-Minnesota Legal Aid/Minnesota Disability Law Center – Minneapolis Office

**POSITION:** Mid-Minnesota Legal Aid's Minnesota Disability Law Center (MMLA/MDLC) seeks a full-time administrator/advocate to work in its Minneapolis office beginning July 2018.

**BACKGROUND:** MDLC is a statewide program of Mid-Minnesota Legal Aid (MMLA) which receives federal funding to serve as Minnesota's Protection and Advocacy system for persons with disabilities. The main office is in Minneapolis with other MDLC offices in Duluth, Fertile, and Mankato.

**RESPONSIBILITIES:** The position has two aspects. Primarily the position will be responsible for data management, analysis and reporting for federal and other grants, tracking deadlines, and submitting grant reports prepared with the legal team. The position will also track internal compliance with data reporting and related requirements in our computerized case management systems. The secondary function of the position will be to conduct monitoring visits to facilities and programs that serve individuals with disabilities throughout Minnesota. In-state travel will be required.

**QUALIFICATIONS:** Preferred applicants will have excellent data analysis skills and attention to detail, and experience working with federal and other grants, or demonstrated aptitude to learn these functions. Applicants must have a college degree. Proficiency using Microsoft Windows and Office is required. Concern for the needs and rights of people with disabilities is required. Applicants must be able to pass a federal suitability clearance after hiring. The position requires excellent oral and written communication skills and the ability to be a self-starter and work independently, and to work as part of a team. Access to reliable transportation statewide is required. Knowledge of disability law as well as familiarity with service systems is desired. Experience in providing services to individuals with disabilities is desired. Second language skills and experiences with diverse economic, social, or cultural communities are also a plus.

**COMPENSATION:** The salary will depend on experience, within a range of \$41,300-\$44,500. Benefits include family health insurance, life insurance, short-term disability, long-term disability, sick leave and vacation.

**APPLICATIONS:** Submit cover letter, resume, three job-related references, and a writing sample online at: [www.mylegalaid.org/jobs](http://www.mylegalaid.org/jobs) by June 22, 2018, or until position is filled.

No calls please.

MMLA is an equal opportunity/affirmative action employer.

**STARTING DATE:** July, 2018.

