

## JOB POSTING

**Position Title:** Contract and Data Compliance Manager

**Department:** Resettlement

**Location:** West Rogers Park

**Job Type:** Full-time

### Job Function

- Implement and monitor all federal, state and private funding, including financial and programmatic requirements
- Understand and comply with the R&P, RSS and other programs/requirements as outlined in grant agreements
- In collaboration with the Director of Resettlement, provide compliance training to resettlement staff
- Monitor Salesforce, accurate records, reporting, timesheets and other ad-hoc tasks
- Manage client assistance sources including transportation and housing funds
- Works closely with Case Managers and other colleagues to maximize employment opportunities

### Requirements

- Minimum one year of managing grant requirements
- Bachelor's degree or equivalent experience in relevant field
- Strong computer skills including working knowledge of Microsoft Office, Outlook, Word and Excel
- Experience working with individuals and groups from diverse cultural and socioeconomic communities preferred
- Excellent time management, organizational, networking and communication skills
- Able to be collaborative, resourceful and flexible in challenging circumstances
- COVID-19 Vaccination required

Salary: Commensurate with credentials and experience. Generous benefits package.

To apply, send resume and cover letter to Jan Douglas at [jdouglas@refugeeone.org](mailto:jdouglas@refugeeone.org)

**NO PHONE CALLS PLEASE**