



Contracts Specialist

Job Description

Reports To: Community Action Director

FLSA Status: Full-time, Non-Exempt

Description:

For 50 years, the Arizona Community Action Association (ACAA) has worked to combat poverty across Arizona. Through collaborations with individuals and organizations, ACAA develops and implements strategies to address and ultimately eliminate poverty from our communities.

ACAA is currently seeking a Contracts Specialist to oversee the operations of contractors administering various programs in collaboration with ACAA, including: outreach and application assistance for the Supplemental Nutrition Assistance Program (SNAP); utility assistance, utility repair and replacement, and weatherization for the Home Energy Assistance Fund (HEAF); and training and technical assistance for the Community Service Block Grant (CSBG) program. The position acts as the primary liaison between ACAA and the community and faith based contractors, and is charged with timely and accurate execution of contract related matters to ensure seamless service delivery to low-income Arizonans.

Primary Responsibilities and Duties:

- Draft contracts and associated policy documents required for program administration
- Monitor contractors and conduct field audits to ensure program compliance
- Respond to and resolve questions and problems related to contract requirements
- Prepare and submit necessary reports
- Review contracts and related documents to determine services trends and identify improvements
- Ensure contractors use of a custom data management system and provide technical assistance, when necessary
- Assist with the identification and recruitment of new contractors to meet service needs

Knowledge, Skills, and Abilities:

- Commitment to Arizona Community Action Association's mission
- Excellent communication skills, both written and verbal

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- Detail oriented with an ability to prioritize and handle multiple tasks without compromising quality
- Advanced user of Microsoft Excel and related Microsoft office programs
- Familiarity with CRM Databases
- Ability to work independently and contribute to a team
- Ability to travel within and outside Arizona. Must possess a valid Arizona driver's license

Minimum Qualifications:

B.A. Degree or a minimum of 4 years of relevant experience
Spanish skills preferred but not required

How to Apply:

If interested, please email a cover letter and resume to Kelly McGowan (kmcgowan@azcaa.org) with the subject line: Contracts Specialist. Applications will be reviewed beginning the week of June 19th. Please, no phone calls.

Resumes accepted until position is filled

Arizona Community Action Association is an Equal Opportunity Employer

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