



GREY SNOW

management solutions, llc.
An Iowa Tribe of Kansas and Nebraska Company

GSMS is looking for 2 temporary FT Management Consultants to fill the position for a 6month period.

Position Summary

Witt O'Brien's Government Solutions Group seeks a Management Consultant who is passionate about facilitating positive change in the lives of people impacted by COVID-19, can connect people to resources, and can get the job done in a respectful and professional manner. The incumbent will be responsible for supporting a rapidly deployed public sector Emergency Housing Assistance program, a turnkey grant implementation solution that is part of our COVID-19 relief package of technical assistance and support services; Serve as the public facing first line of contact with a community's applicants and responsible for keeping the Program Manager apprised of emerging application trends. The Consultant will develop and maintain client facing relationships with applicants, communicate informed guidance to applicants, and provide rigorous grant application review, processing, and record keeping.

Position Details

- **Reports to:** Project Manager
- **Location:** Work From Home
- **Position Type:** On-Call
- **FLSA Status:** Non-Exempt
- **Compensation:** Depends on experience

Essential Job Functions

- Intake and review applications for assistance consistent with federal requirements, program policies, and procedures.
- Triage technical and application inquiries, identify solutions, and respond in a timely manner to applicants.
- Respect client dignity and confidentiality at all stages of the application process.
- Maintain and track applications, ensure information accuracy within the data management information system, log new information, and document awards.
- Ensure current and accurate records are available to applicants and jurisdictions.
- Accurately maintain information within the financial tracking system including associated documentation.
- Support accounting functions that track payment to applicants.
- Prepare regular reports for Program Manager including grant management system dashboard elements and observations from applications.

Minimum Job Requirements

- Bachelor's degree and three years of related work in case management, client intake or similar.
- Excellent attention to details.
- Customer service and/or phone intake background.
- Strong written and verbal communication skills.
- Excellent organizational and record-keeping skills.
- Ability to manage multiple projects simultaneously.
- Strong critical-thinking and problem-solving skills.
- Experience and working knowledge of federal grants.
- Embraces a quick pace, Comfortable speaking with applicants
- Spanish speakers preferred
- Strong customer service skills.

Work Schedule

8 hours daily Mon-Fri. with Mandatory overtime in the evenings and weekends as needed.