ESG CARES Act Program Specialist

Topeka, KS

KHRC is looking for an ESG CARES Act Program Specialist for the Community Solutions Division. This position will:

- Provide assistance with the administration of the Emergency Solutions Grant (ESG) and ESG-CV programs.
- Ensure accuracy of data; determine inconsistencies and monitor results.
- Assist with the review of grant applications.
- Work with subrecipients and potential subrecipients to explain the program.
- Prepare monthly, quarterly, annual, and ad hoc reports.
- Assist with compliance monitoring and procedure guidelines.
- Perform special projects, as assigned.

Knowledge, Skills and Experience

Bachelor's degree in Human Services or related field and knowledge of housing, social services, homeless programs, government or public administration. A combination of education and experience may be accepted as determined relevant by KHRC.

What We Offer

Paid Time Off
Discretionary Day
Paid Holidays
Paid Maternity/ Paternity Leave
Medical, Dental, and Vision Insurance
Retirement Plan
Tuition Assistance
Paid Covered Parking

Resumes will be accepted until Friday, August 28, 2020

KHRC has implemented procedures to minimize the risk of exposure to COVID by practicing social distancing, reduced customer capacity, face mask policy and enhanced cleaning procedures. All interviews are fully remote.