

GRANTS COMPLIANCE SPECIALIST
BUFFALO, NY OFFICE



The Erie County Bar Association Volunteer Lawyers Project (VLP) seeks a full-time Grants Compliance Specialist. VLP is a mixed model civil legal services program that coordinates services by pro bono attorneys and provides direct representation by our staff. We have two offices, one in Buffalo, NY and the other in Batavia, NY. This position works out of the Buffalo office.

This position will work out of our Buffalo, NY office with the ability to work a hybrid remote/in-office schedule after the successful completion of the 3-month introductory period. Office culture values work/life balance with reasonable working hours and discourages weekend work. Generous PTO and benefits.

Duties/Responsibilities:

Grants Compliance and Reporting

- Acquire and maintain in-depth knowledge of grant reporting requirements for all grants funding VLP's work.
- Assist with drafting and updating grant-specific policy and procedure manuals as well as other grant-specific policies on an as needed basis.
- Prepare required reporting ensuring compliance with reporting deadlines.

LegalServer (Case Management System) Administration

- Facilitate the implementation and ongoing oversight of the LegalServer system to ensure proper client data collection and that the system is responsive to staff workflow needs.
- Assist with back-end configurations and reporting building, as directed.
- Assist with large-scale data clean-up projects.

Technology Support

- Provide IT support when the IT Manager is out of the office.
- Acquire and maintain knowledge of networking protocols, troubleshooting, and configurations.

Requirements/Skills - Required:

- Bachelor's degree in an appropriate field or 4 years of relevant work experience
- Excellent analytical and evaluative skills.
- Strong oral and written communication skills.
- Highly organized with attention to detail.
- Experience and proficiency utilizing Excel to compare and analyze data.
- Demonstrated ability to prioritize work, multi-task, and handle multiple responsibilities.
- VLP is a paperless office; candidates must be proficient with computers and technology, including Microsoft 365, SharePoint, Word, Excel, and electronic case management systems.
- Ability to convey technical information to non-technical users in a clear and understandable manner.

Requirements/Skills - Preferred:

- Experience with LegalServer or other case management system(s).
- Strong understanding of computer hardware, software, and networking concepts.
- Working technical experience with designing, building, installing, configuring and supporting databases and/or case management systems.
- Willingness to learn and adapt to new technologies and tools.
- Basic understanding of cybersecurity principles and best practices.

Salary/Benefits:

- **Salary** ranges from \$50,000 to \$60,000 based on years of relevant work experience.
- **Employer paid benefits** including fully paid health insurance premiums, a Health Reimbursement Arrangement account, long-term disability insurance, life/AD&D insurance, Pension contributions, and an Employee Assistance Program
- Other Benefits available through pre-tax employee contributions: Dental insurance, FSA, Dependent Care FSA, transportation account, 403b plan
- Eligibility for public service loan forgiveness
- Dedication to diversity and inclusion
- A respectful work environment with a true **Work/Life balance:**
 - o 14 paid holidays
 - o Accrue 11 vacation days and 2 personal days in year 1
 - o Accrue 15 vacation days and 4 personal days in year 2 (vacation caps at 23 days starting in year 6)
 - o Accrue 10 sick days each year
 - o 1 hour paid lunch if working more than 4.5 hours each day
 - o Flexible schedules
 - o Ability to work remotely up to 2 days per week (after the successful completion of the 3-month introductory period)
 - o Discourages weekend work, encourages utilizing PTO

TO APPLY: Please send a resume with a cover letter clearly explaining your interest and qualifications. Include contact information for 3 references and send your materials to: Kimberly Lewis, HR Manager, ECBA Volunteer Lawyers Project, Inc. at klewis@ecbavlp.com. **Applications will be accepted on a rolling basis until the position is filled.**

VLP is an equal opportunity employer and welcomes all to apply. Employer recruits without regard to age, race, color, creed, religion, national origin, immigration or citizenship status, pregnancy-related condition, predisposing genetic characteristics, sex, gender identity or expression, sexual orientation, marital and familial status, domestic violence victim status, disability, military status, or protected veteran status.

For information on VLP, see www.ecbavlp.com

For a job description, [click here](#)