**TRINITY COUNTY**

**Position Announcement**

**Part-Time Grant Writer Administrator**

**Position Summary:** The Grant Writer Administrator is responsible for planning and implementing grant programs, researching, and applying for funding opportunities, monitoring expenditures, identifying support agencies, tracking results, and analyzing financial data to ensure compliance and grant reporting is conducted effectively and efficiently.

**Qualifications:**

* Preferred qualification: Bachelor’s degree in business, communications, public administration, accounting, or a closely related field. However, a combination of relevant education, experience, and training may be considered.
* Demonstrated experience or training in grant administration, grant writing, or related fields.
* A minimum of one to two years' experience in grant administration, grant writing, or a related role.

**Application Process:** For detailed job responsibilities and qualifications, please refer to the complete job description available at [http://www.co.trinity.tx.us](http://www.co.trinity.tx.us/) under the "Employment Opportunities" section. Interested candidates are requested to submit their applications to the Trinity County Auditor at P.O. Box 1030, Groveton, TX 75845.

**Equal Opportunity Employer:** Trinity County is committed to providing equal employment opportunities and maintains compliance with the Americans with Disabilities Act (ADA). The county ensures reasonable accommodation for qualified individuals and employees with disabilities.

For inquiries, please contact: Bonnie Kennedy, County Auditor, 936-642-2233