



## **JOB ANNOUNCEMENT**

### **Contracts Administrator (Full-Time Position)**

Inner City Law Center (ICLC) is a nonprofit law firm on Skid Row. We are looking for extraordinary people to help us end homelessness in Los Angeles. Founded on the fundamental principle that every person should always be treated with dignity and respect, ICLC fights for justice for low-income tenants, working-poor families, people who are disabled or experiencing homelessness, people living with HIV/AIDS, and homeless veterans. In order to meet the dramatic increase in need for our services, ICLC's budget has grown by more than 100% over the past four years. ICLC's \$10 million annual budget is now funded by a combination of individual, law firm, and corporate donations; government grants; foundation grants; and legal fees.

#### **Position Description:**

ICLC is seeking a talented Contracts Administrator to support our growing organization. The Contracts Administrator will report directly to the Director of Development and will be responsible for:

- Developing and maintaining a comprehensive, company-wide database of all grants and contracts.
- Creating and maintaining a grant filing system.
- Preparing task lists, assigning tasks to all levels of personnel, and ensuring complete and timely grant compliance.
- Organizing and maintaining a system to monitor grant deliverables and working with the Program Managers to ensure targets are met.
- Coordinating with the Human Resources Department to ensure staff member's compliance to grant requirements. Organizing and maintaining contract compliance documents, as well as serve as the liaison between ICLC and the grantor.
- Other related duties as assigned.

#### **Hiring Criteria:**

- Commitment to ICLC's mission.
- Strong understanding of systems, policies, and procedures related to contract and grant compliance.
- Excellent organization skills.
- Excellent oral and written communication skills.
- Integrity, discretion, dependability, detail-oriented, sound judgment, ability to assume responsibility quickly and independently manage varied responsibilities.
- Ability to function in a collaborative and collegial environment.
- Demonstrated proficiency in Microsoft Office Suite.

**Compensation:** Salary commensurate with qualifications and experience. Excellent benefits.

**How to Apply:** Applications will be accepted until the position is filled, at which time, the job announcement will be removed from our website at [www.innercitylaw.org](http://www.innercitylaw.org). To apply, please email your resume, cover letter, and three references to Juliet Arganaraz, Director of Administration, at [jarganaraz@innercitylaw.org](mailto:jarganaraz@innercitylaw.org).

*ICLC is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status, domestic partner status or medical condition.*