

Administrative Assistant – Grants

Lea County Electric Cooperative

Support Meaningful Projects. Strengthen Our Communities. Grow Your Career.

Lea County Electric Cooperative is seeking a detail-oriented and organized **Administrative Assistant – Grants** to support the planning, coordination, tracking, and administration of grant-funded programs and projects that benefit our members and communities.

This position plays an important role in helping the Cooperative secure and manage funding opportunities by providing administrative support, maintaining accurate records, coordinating documentation, and assisting with reporting requirements. The ideal candidate is dependable, highly organized, and committed to professionalism, teamwork, and excellent service.

If you enjoy working in a fast-paced environment, managing details, and contributing to projects that make a positive impact, we encourage you to apply.

What You'll Do

As the Administrative Assistant – Grants, you'll help support the Cooperative's grant-related activities and administrative operations.

Support Grant Administration & Coordination

- Assist with preparing, organizing, and submitting grant applications and supporting documentation
- Maintain grant files, records, deadlines, compliance documentation, and audit-ready project files
- Track grant activities, reporting schedules, and project milestones
- Assist with compiling data, , reimbursement documentation, expenditure tracking, budgets, and reports for grant requirements
- Help ensure grant-funded projects remain organized and compliant with funding guidelines

Provide Administrative Support

- Prepare correspondence, reports, spreadsheets, presentations, and meeting materials
- Schedule meetings, maintain calendars, and coordinate communications with internal staff and external partners
- Answer phones, respond to inquiries, and provide professional customer service
- Maintain electronic and physical filing systems with accuracy and confidentiality

- Assist with purchasing, invoice processing, and document tracking as needed

Support Communication & Team Collaboration

- Work closely with management, departments, and project teams to gather information and support grant activities
- Assist with coordinating community programs, meetings, and events related to grant projects
- Communicate professionally with funding agencies, vendors, members, and community organizations
- Contribute to a positive team environment focused on service, accountability, and professionalism

Maintain Accuracy & Compliance

- Ensure records and documentation are accurate, complete, and submitted on time
 - Follow Cooperative policies, procedures, and confidentiality requirements
 - Assist with audits, records retention, compliance reviews, and documentation verification related to grants and administrative processes
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What You Bring

Required Qualifications

- High school diploma or GED
- Minimum of two (2) years of administrative support experience
- Proficiency with Microsoft Office applications, including Word, Excel, Outlook, and PowerPoint
- Strong organizational, communication, and time-management skills
- Ability to manage multiple projects and deadlines with attention to detail
- Valid driver's license

Preferred Experience

- Experience supporting grant administration, project coordination, or compliance activities
 - Associate degree or coursework in business administration, accounting, communications, or related field
 - Experience working with budgets, reimbursement documentation, expenditure tracking, or reporting documentation
 - Utility, government, nonprofit, or cooperative experience preferred
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What Sets You Apart

- You are highly organized and detail-oriented
 - You communicate clearly and professionally
 - You are dependable, adaptable, and proactive
 - You manage confidential information responsibly
 - You enjoy supporting projects that benefit communities
 - You work well independently and as part of a team
 - You take pride in producing accurate, high-quality work
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Work Environment

- Office-based work environment
 - Regular business hours with occasional overtime as needed
 - Frequent computer and administrative work
 - Occasional travel for meetings, training, or community events may be required
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Why Join Lea County Electric Cooperative?

- Be part of a member-focused, community-driven organization
 - Work in a collaborative and professional team environment
 - Opportunities for training, development, and career growth
 - Competitive pay, benefits, retirement package, and career development opportunities (details available upon request)
 - Help support projects and programs that positively impact local communities
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Apply Today

If you're ready to contribute your administrative skills to meaningful projects that support the communities we serve, we encourage you to apply.

Lea County Electric Cooperative is an Equal Opportunity Employer.

This position may require successful completion of background and pre-employment screening processes. This is considered a safety sensitive position.