



JOB DESCRIPTION

PROGRAM MONITOR

POSITION SUMMARY

The Program Monitor will work in full partnership with the State of Missouri, FEMA, and local stakeholders to implement and oversee the Spring Storms/Disaster Recovery Grant.

Job Functions

- Responsible for overseeing the day-to-day operations, implementing all state and local policies, retaining all work-related papers and electronic documentation, and ensuring all outcomes are achieved.
- Communicate all new (or changed) policies, procedures and/or processes with relevant staff to ensure they have the most up-to-date and current information.
- Facilitate regularly scheduled staff meetings and call special meetings when necessary to foster teamwork, discuss program operations, budgetary issues, technical problems and the status of projects, etc.
- Regularly evaluate and monitor the services that are being delivered to ensure that all products and services are being designed and delivered to the highest quality standards.
- Oversee internal monitoring of 100% of participant files.
- Responsible for maintaining expenses and budgetary guidelines
- Conduct worksite assessments for eligibility, safety, and required documentation.
- Coordinate all activities and worksites to ensure compliance with grant guidelines, WIOA, FEMA and local policies and guidelines.
- Monitor the effectiveness of grant activities, document results, and provide reports and presentations to stakeholders.

Job Skills and Abilities

- Ability to multi-task and meet important deadlines.
- Strong computer skills, Microsoft Word, Excel and PowerPoint.
- Strong presentation skills; able to effectively communicate verbally and in writing.
- Effective decision-making skills.
- Provide and maintain organization records, systems, and documentation of policies, procedures, and training information.
- Exceptional analytical and technical skills.
- Data analysis and report writing.
- Project oversight and planning.

Job Qualifications

- Bachelor's degree in environmental science, social work, or related field; with 5-7 years' experience in workforce development and/or government contracts.