



98 Bank Street ◦ Seymour, CT 06483 ◦ Tel: (203) 881-3255 ◦ Website: [nvhd.org](http://nvhd.org)

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## **GRANT PROGRAM ASSISTANT NAUGATUCK VALLEY HEALTH DISTRICT**

The Naugatuck Valley Health District is seeking a part-time (15-18 hours per week) Grant Program Assistant to help with the day-to-day operation of the Naugatuck Valley Emends Lead Program (NauVEL). NauVEL is a federally funded lead hazard control program. This is a temporary position reporting to the NauVEL Program Manager.

### **The Grant Program Assistant Position**

The primary responsibility will be to provide administrative and program support to the NauVEL Program Manager and partners. Additional responsibilities include:

- Client Intake
- Prepare Project Closing and Closeout Documentation
- Answer program questions from clients, partners and contractors
- File Maintenance (paper & electronic)
- Track NauVEL projects and costs by property
- Verify Invoices
- Maintain update reports
- Coordinate Outreach events and materials

### **The Ideal Candidate Will:**

- Be extremely organized and able to work independently
- Have excellent verbal and writing communication skills
- Have proficiency in Microsoft Office
- Be an experienced Administrative Assistant – Grant experience preferred

### **To Apply:**

To apply, submit a cover letter and resume to Naugatuck Valley Health District, 98 Bank Street, Seymour, CT 06483 **or** email as an attachment to [cslejda@nvhd.org](mailto:cslejda@nvhd.org)

The deadline is **12:00 PM on Friday, October 26, 2018.** EOE/AA

