



METROWEST REGIONAL TRANSIT AUTHORITY

Public Transportation System

15 Blandin Avenue
Framingham, MA 01702

Ph. (508) 935 2222 ▪ Fax (508) 935 2225 ▪ www.mwrta.com

Job Description – Grants Assistant – August 2024

The MetroWest Regional Transit Authority (MWRTA) provides fixed route, demand response, commuter shuttles, and microtransit services in the MetroWest area. As the need for public transportation continues to grow, so does the MWRTA, and as a result the MWRTA is seeking to hire a full-time Grants Assistant. The Grants Assistant will be responsible for various tasks with the emphasis on grants administration. The position will support the Grants Manager in identifying, applying, and oversight, including the reporting process of grant awards. The ideal candidate for this position is a self-motivated individual with a professional demeanor, excellent work ethic, and someone who also possesses the following skills and traits.

- Reliable, hardworking, and can work independently (but also on a team)
- Works well under pressure (with varying time constraints) and in a fast-paced environment
- Good time management skills
- Organized and able to prioritize or multitask tasks as needed
- Good communication skills
- Enjoys being part of a team at an agency that is diverse, innovative, and provides a crucial service to thousands of people in MetroWest.

Additional Duties/Responsibilities of Grants Assistant include, *but are not limited to:*

- Assist with grants and financial administration
- Prepare reports and correspondence, maintain outlook calendar
- Document, organize, file and store data
- Assist with audit preparation
- Coordinate timelines to meet deadlines
- Provide grants support to management staff
- Attend weekly team meetings
- Update job knowledge by participating in educational opportunities, conferences, and webinars
- From time to time may be required to perform other functions or duties as requested by Grants Manager, Deputy Administrator or Administrator

Position Details & Requirements:

Start Date: August 2024

Department: Administration

Weekly Hours: Full time, 40 hours a week

Daily Work Schedule: 7:30 am – 4:00 pm, Monday-Friday

Salary range: \$58,200.00-\$62,400.00/ year commensurate with experience



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Position Benefits:

MWRTA offers a robust benefits package and is an [eligible employer for the Federal Student Aid Public Service Loan Forgiveness Program](#).

- Year 1 - 25 Days of PTO (Paid Vacation, Sick, and Holidays)
- Retirement Pension Program via local municipal system
- Health Insurance (75% of premium paid)
- Dental Insurance (80% of premium paid)
- Free MWRTA Transit Pass
- Life Insurance/ Long Term Disability

Education, Licensing, and Certifications Required:

- Bachelor's degree in finance, administration, general business related field (2-3 years' experience in finance or grant management can substitute for educational requirement)
- Experience with Microsoft Office, Excel, Quickbooks
- Governmental software programs knowledge a plus (willing to train)

Position Reports Directly to: Administration/Grants Manager

Interested parties should email cover letter and resume to HR@mwrta.com (please put Grants Assistant in subject line)

The MWRTA values diversity, inclusion, and equity. We encourage applications from all qualified candidates regardless of race, age, sex (including sexual orientation, gender identity, and pregnancy), national or ethnic origin, religion, disability, or veteran status.