



**Contract Administrator  
Menlo Park, CA  
(Permanent / Full-Time)**

**About JobTrain:** Headquartered in the Menlo Park, CA, JobTrain has satellite locations in East Palo Alto and San Jose. JobTrain is a private, nonprofit job-training organization, accredited by the Western Association of Schools and Colleges – WASC and the Bureau of Private Post-Secondary Education. JobTrain offers a broad array of programs and services including career training education programs, workshops, career center services, ESL classes and programs and services for in-school and out-of-school youth and much more. Our career training education classes, academic support, and employment readiness programs are primarily geared toward individuals needing assistance with overcoming significant academic, career and personal challenges to be successful in school and work arenas. Funded by a combination of federal, state, and private-sector grants, JobTrain's programs, and services offer people an opportunity to move accomplish their educational and career goals towards achieving full economic mobility.

The Contract Administrator is responsible for overseeing the organization's contractual funding agreements related to the delivery of program services. This position will be maintaining documentation needed to ensure compliance with the specific requirements of each contract, will monitor contract budgets, expiration dates, reporting dates and documentation, and will be in continuous communication with program directors/managers, fiscal team, grant writing team and representatives of funding agencies.

This position reports directly to the Chief Operating Officer.

### **Responsibilities**

Responsibilities may include, but are not limited to:

- Ensuring full compliance with all external agency's requirements, funding source activities and reporting requirements.
- Ensuring all relevant internal operational and reporting requirements and standards are met.
- Ensuring accurate and timely reporting, and maintains all required reporting documentation.
- Follows and enforces all company policies and procedures.
- Ensure that all records are accurate and up to date.
- Create regular status reports regarding outcomes progress on different grants.
- Analyze contracts to ensure they comply with state and federal laws and regulations.
- Performs other duties as requested.

### **Skills and qualifications**

- Strong team player, skilled at building and maintaining positive, effective working relationships.
- Possesses knowledge of contract administration and accounting principles
- Excellent time management and problem-solving skills
- Proven verbal and written communication skills
- Demonstrates superior attention to detail to spot any inconsistencies in contracts
- Able to work productively independently and as part of a team
- Must have excellent analytical thinking skills and problem-solving abilities
- Proficient computer skills (MS Word, Excel, PowerPoint, Outlook)
- Ability to handle several tasks simultaneously
- Experience with Salesforce a plus

### **Experience**

- 3+ years prior experience in a contract administration role or a related field
- Some accounting experience is preferred

### **Education**

December 2020

Bachelors degree from an accredited college or university or, completion of two years of college and four (3) years related experience, or 5 years related work experience.

### **Salary**

DOE. Position includes medical, dental, and life insurance, as well as optional 403(b) plan.

### **How to Apply**

Interested candidates should submit a résumé and cover letter to [info@jobtrainworks.org](mailto:info@jobtrainworks.org). The position is now open, and applications will be accepted until the position is filled. Successful candidates must have legal residency and work eligibility in the United States (per INS Form I-9 instructions).

**JobTrain will require the successful candidate to undergo a background check.**

JobTrain is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, ethnic background, religion, gender, gender identity, gender expression, sexual orientation, age, marital status, physical or mental disability or national origin. Culturally and racially diverse or individuals with lived experience applicants encouraged to apply. Please let us know if you need accommodations or auxiliary aids for the interview process.