JOB ANNOUNCEMENT

Job Title: Grants & Projects Specialist
Benefits: Health insurance, retirement, paid annual and sick leave
Salary: $43,000 - 53,000/Yearly Salary (DOE)
Other: Exempt position/Full time
Work location: Espanola, NM

Position Summary & Responsibilities:
Performs a variety of professional and technical administrative duties related to ongoing management of the Federal Transit Administration (FTA) grants and any other grants and analyzing, evaluating, planning, and coordinating overall transit services and structures. A detailed position profile can be viewed at www.ncrtd.org.

Qualifications:
Bachelor’s degree from an accredited college or university in Transportation, Public Administration, Transportation Planning or other related field AND One (1) year of verifiable transit planning or related operational or administrative experience OR an equivalent combination of education and experience.

Closing Date:
The position will remain open until filled.

How to apply:
Online - www.NCRTD.org
In Person - NCRTD, 1327 N. Riverside Drive, Espanola, NM 87532
Email - you may email your application or resume to hr@ncrtd.org

The NCRTD is an EEO Employer. Title II of the American with Disabilities Act and Section 504 of the Rehabilitation Act prohibit discrimination on the basis of disability in public programs. Individuals with disabilities who need a reasonable accommodation to participate in the hiring process or who require information in an alternative format must include this request in their letter of interest.