



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

JOB POSTING #2023-11

CLOSING DATE: OPEN UNTIL FILLED

Job Title: Grant Writer

FLSA Status: Non-Exempt

Work Location: 602 N. Staples, & as assigned

Department: Public Relations

Reports To: Managing Director of Public Relations

Pay Grade: 22 **Salary:** 25.89 HRLY

General Summary: Under the direction of the Managing Director of Public Relations, will identify new grant opportunities that will be impactful to the organization and work to accomplish state and federal grant solicitation, compliance, and reporting and performs complex and technical work in financial reporting and compliance of the RTA's grant areas.

Experience and Training Requirements:

This position requires any equivalent combination of the following training, education, and experience that provides the individual with the required knowledge, skills, and abilities to perform the job.

- **Education:** Bachelor's degree in Business, English, Communications, or Public Administration, or a related area.
- **Experience:** Minimum three (3) years of related work experience.
- **License or certificate:** Possession of an appropriate, valid TX Driver's License on the date of application as required for the position to operate RTA vehicles.
- **Other Requirements:** Must be at least 21 years of age. Any job offer and continued employment is contingent upon completing and passing a pre-employment job agility evaluation, physical, drug and alcohol screen, and background investigation with not more than two moving violations or accidents in the past three years, no more than one DWI/DUI in a lifetime, and no DWI/DUI in the past five years.

Working Conditions and Physical Requirements:

Works primarily in a typical, climate-controlled office environment. An average amount of overtime and extended work hours are required. The noise level in the work environment is usually moderate. While performing the duties of the job, the employee occasionally works in outside weather conditions. Standard physical activity includes, but is not limited to, sitting, standing, and walking activities. Essential and marginal functions require maintaining physical conditions necessary to carry/lift/push or pull loads up to 10 lbs.

CCRTA is proud to be an Equal Employment Opportunity Employer, supporting diversity in the workplace. M/F/D/V

FOR A FULL JOB DESCRIPTION, PLEASE EMAIL HUMAN RESOURCES AT

CCRTAHR@CCRTA.ORG