



**Metro East Park and Recreation District
Grant Coordinator Position**

The Metro East Park and Recreation District (MEPRD), whose mission is to create a system of interconnecting parks and trails within Madison and St. Clair Counties in Illinois, is seeking a qualified individual for the position of Grant Coordinator.

Job responsibilities include the administration and oversight of all incoming and outgoing MEPRD grants, in addition to drafting and implementing all MEPRD grant programs. Additional responsibilities include assisting with MEPRD's website, marketing and special events.

Requirements include a Bachelor's degree in public administration, business administration, planning, management, or related field and three years demonstrated experience. In addition, the ideal candidate must have strong writing and interpersonal skills, the ability to work in a small group environment, and must be proficient in all Microsoft Office applications and Adobe Acrobat.

Starting salary: \$45,000 to \$55,000, plus a comprehensive benefit package.

Please send a letter of interest, resume and salary history to:

Metro East Park and Recreation District
Grant Coordinator Position
104 United Drive
Collinsville, Illinois 62234

Electronic submittals will not be considered.

Application deadline is July 27, 2017.