



Employment Opportunity Descriptions

Last Updated: March 14, 2019

Grant Reviewers

Duties and Responsibilities

Grant Reviewers will work as part of a team responsible for various grants management tasks including reviewing and writing summaries of grant proposals and reviewing programmatic documentation to ensure compliance with state and/or federal laws, program regulations, and guidelines for federal programs. Grant Reviewers also assist in the administration of grants by organizing and approving application documentation required for participation in programs (including collection and analysis of program data), developing and reviewing reports to meet administrative and legislative requirements, and reviewing and processing grants, contract and grant agreements, and other documentation according to prescribed procedures.

Qualifications

- Bachelor's degree
- Experience with grants management processes and procedures
- Experience with federal and state program administration
- Ability to multitask assignments and meet deadlines
- Strong oral and written communication skills
- Proficiency in Microsoft Office
- Ability to work remotely

Grant Managers

Duties and Responsibilities

Grant Managers are responsible for researching, writing, and preparing proposals and grant applications for government contracts as well as administering existing grants for The INS Group. They should be familiar with techniques and methods for grant research and have experience managing multiple areas of the grant lifecycle, including pre-award and post-award functions. Working closely with and reporting to senior management, Grant Managers will track federal, state, and local government policy trends and developments relating to contract opportunities within The INS Group's purview; research government grant opportunities that align with overall organizational long-term strategic goals; write, research, plan, and submit grant applications for government contracts; and develop service models and appropriate collaborations and partnerships to pursue through grants. They will also manage existing INS Group grants by tracking, developing, and maintaining internal reporting systems, writing reports, and maintaining excellent records, while working with staff to ensure each program is meeting proposal conditions and expectations.

Qualifications

- Bachelor's degree
- Experience with grants management and developing grant policies and procedures
- Project management skills
- Experience providing training and technical assistance to grant recipients
- Experience evaluating grant applications
- Experience reviewing performance and financial reports
- Ability to effectively respond to grant recipient inquiries
- Strong communication, analytical, and organizational skills
- Experience in government and/or private grant writing, with a demonstrated track record of winning grants and contracts
- Experience in grant research
- Experience working in a nonprofit team environment, with an ability to coach/train staff on grant processes
- Ability to develop working relationships and collaborate with internal and external partners
- Experience in budget development and monitoring skills
- Ability to work remotely

Project Managers

Duties and Responsibilities

Project Managers will oversee the execution of The INS Group's government contracts from initial planning to delivery. As such, they will perform quality control on staff performance and deliverables, ensuring that projects meet contractual requirements and stay on budget. Project Managers also provide administrative and technical leadership to assigned projects by developing project plans that identify key issues, problems, and approaches. Qualified candidates should be able to meet established goals, demonstrate accuracy and thoroughness, ensure quality and client satisfaction, and exhibit an ability to learn and apply new concepts and methods. Strong communication and problem-solving skills are essential; candidates should be able to organize and communicate with various stakeholders including INS Group team members and clients.

Qualifications

- Bachelor's degree
- Project management certification a plus
- Proven project management skills and experience
- Excellent writing, editing, proofing, and overall communication skills
- Experience with project scheduling, logistics planning, and strategic planning
- Ability to read, analyze, and interpret complex documents and contracts
- Experience with public speaking and presenting project information
- Experience with managing staff and assigning tasks as needed
- Ability to anticipate next steps and clients' needs
- Ability to work in a fast-paced environment and meet deadlines while managing internal team and client expectations
- Provide administrative support services for projects throughout their lifecycle
- Ability to work and manage others remotely if required

Interpreters/Translators

Duties and Responsibilities

Interpreters/Translators will perform onsite interpretation and/or remote translation services for INS Group clients. Qualified candidates should be enthusiastic team players and effective communicators who deliver projects on time. They must be able to record information in written or digital form and communicate information and ideas clearly and concisely, both in writing and verbally. Candidates should demonstrate excellent English communication skills and be highly proficient in the target language, with the ability to understand instructions while meeting clients' objectives and requirements.

Qualifications

- Bachelor's degree
- Professional proficiency in both English and the target language
- Experience in interpreting oral communications and translating written documents
- Ability to conduct accurate translation, transcription, and interpretation services of nontechnical material using correct syntax and expressions
- Ability to provide cultural and ethnic contexts for translations/interpretations
- Excellent listening, retention, and note-taking skills to maintain a high level of accuracy during interpretation
- Advanced knowledge of geopolitical, regional, ethnic, and cultural elements
- Experience with Human Language Technology (HLT) such as computer assisted translation (CAT) tools, post-edited machine translation, and adaptive machine translation tools a plus
- Highly organized with the ability to meet deadlines while working independently
- Ability to work remotely

Senior Analyst

Duties and Responsibilities

The Senior Analyst will identify appropriate areas of research, evaluate feasibility, and develop research methodologies and priorities. He or she will establish methods and procedures to assure the quality of data collected. The qualified candidate will identify questionable or erroneous data, review and determine statistical accuracy of studies, compile or review conclusions, and research summaries. He or she will review and approve draft reports and meeting minutes while identifying areas suitable for follow-up studies. All work as a Senior Analyst is based on the expertise needed to implement the Statement of Work issued by the federal agency with which The INS Group will partner.

Qualifications

- Master of Arts/Science
- Experience in assessing research needs
- Experience in establishing methodologies
- Experience in developing research tools and procedures
- Experience in reviewing and approving deliverable reports and studies
- Experience in supervising and directing research staff
- Ability to work remotely

Senior Facilitator

Duties and Responsibilities

The Senior Facilitator will oversee and manage facilitation efforts, including the planning, design, and implementation of collaborative efforts, working groups, or integrated product, process, or self-directed teams. He or she will oversee the development of agendas, recording of meetings, analysis of data, and preparation of final reports and meeting materials. Qualified candidates will facilitate and lead groups and provide meeting leadership and problem-solving techniques. As Senior Facilitator, you will be responsible, in partnership with The INS Group team, for identifying and securing resources and conducting subject matter research. All work requirements of the Senior Facilitator is based on the expertise needed to implement the Statement of Work issued by the federal agency with which The INS Group will partner.

Qualifications

- Bachelor of Arts/Science
- Experience overseeing a team of facilitators
- Experience in facilitating meetings, including drafting agendas and meeting minutes/summaries
- Ability to work remotely
- Experience in project and/or program coordination
- Excellent organizational and communications skills
- Ability to multitask while being detail-oriented
- Proficient in Microsoft Office

Meeting Facilitator/Planner

Duties and Responsibilities

The Meeting Facilitator/Planner will be responsible for working cross-functionally to plan, implement, and execute approved meeting events from conception through completion. The qualified candidate will have an extensive understanding and knowledge of meeting/event processes. He or she will draft and manage correspondence to meeting attendees and possess execution and problem-solving skills under pressure. He or she will plan, design, and produce events within specified time limits and the approved budget. He or she will coordinate all meeting details while proactively handling arising issues and troubleshooting problems.

Qualifications

- Bachelor's degree in event management, hospitality, or related field, or equivalent combination of education and/or work experience
- Certified Meeting Planning Professional (CMP) program certification a plus
- Outstanding customer service and event management experience
- Ability to organize efficient meetings that meet quality expectations
- Experience managing successful events, including meetings and conferences
- Excellent time management and communication skills
- Ability to manage multiple projects independently
- Microsoft Office proficiency
- Excellent verbal and written communication skills

- Ability to work independently as well as within the context of a team
- Strong organizational and project coordination skills
- Strong problem-solving skills in addition to being extremely detailed-oriented
- Demonstrates calmness under pressure, especially during events
- High-energy team player, innovative thinker, and a self-starter
- Ability to work remotely