

Job Description

Associate



PARTNER FORCES

POSITION TITLE: Associate
STATUS: Part Time, Temporary
LOCATION: Remote
PAY: \$25-35/hour

Partner Forces, LLC is seeking several part-time Associates to support a strategic initiative to bring relief to Americans who have suffered financial strain due to the COVID-19 pandemic. Candidates will provide administrative and analytical support to programs across the U.S. Duties will include documentation reviews, activity tracking, report development, records management, and payment processing.

CORE REQUIREMENTS & ESSENTIAL DUTIES

- Review and organize applications for financial assistance. Contact applicants with follow-up questions. Escalate issues to supervisor as appropriate.
- Prepare and submit performance and compliance reports regarding the grant program.
- Support record management activities to ensure compliance with program requirements and proper documentation for a future potential audit.
- Assist in the review of payment requests and ensure compliance with program requirements. Contact applicants with questions as needed.
- Monitor and track applications as they proceed through the process. Follow up with applicants as needed.
- Draft meeting notes and talking points for senior leaders.
- Perform additional grant-related activities as assigned.

MINIMUM QUALIFICATIONS

- High School Degree and/or BA/BS
- 1+ years of relevant professional experience
- Exceptional verbal and written communication skills
- Strong organizational skills and an ability to multi-task, attention to detail
- Proficiency in Microsoft Office Suite applications, especially Word, Excel, and Outlook

THE COMPANY

Partner Forces, LLC., is a WOSB focused on helping homeland security partners with their most pressing and complex challenges and opportunities. The company provides management consulting services for the homeland security and national security enterprise. We offer clients holistic and integrated solutions to their current and emerging homeland security requirements related to program development and analysis, stakeholder engagement and outreach, strategic planning, technology implementation, security and preparedness assessment, and business process design and improvement.

To apply, submit a complete resume and cover letter that includes salary requirements to recruiting@partnerforces.com.