



## **Contracts Specialist**

### **Job Description**

Reports To: Director of Supportive Services

FLSA Status: Full-time, Non-Exempt

#### **Description:**

For 50 years, Wildfire has worked to combat poverty across Arizona. Through collaborations with individuals and organizations, Wildfire develops and implements strategies to address and ultimately end poverty in Arizona.

Wildfire is currently seeking a Contracts Specialist to oversee the operations of contractors administering various programs in collaboration with the organization, including: training and technical assistance for Community Action Agencies administering the Community Service Block Grant (CSBG) program; outreach and application assistance for the Supplemental Nutrition Assistance Program (SNAP); and utility assistance, utility repair and replacement, and weatherization for the Home Energy Assistance Fund (HEAF). The position acts as the primary liaison between Wildfire and the community and faith-based contractors and is charged with timely and accurate execution of contract related matters to ensure seamless service delivery to low-income Arizonans.

#### **Primary Responsibilities and Duties:**

- Draft contracts and associated policy documents required for program administration
- Provide training and technical assistance to contractors related to program administration
- Monitor contractors and conduct field audits to ensure program compliance
- Respond to and resolve questions and problems related to contract requirements
- Prepare and submit necessary reports
- Review contracts and related documents to determine service trends and identify improvements
- Ensure contractors use of a custom data management system and provide technical assistance, when necessary
- Assist with the identification and recruitment of new contractors to meet service needs
- Contribute to the development of strategies to increase the number of eligible Arizonans receiving services

**Knowledge, Skills, and Abilities:**

- Commitment to Wildfire's mission and strategic agenda
- Excellent communication skills, both written and verbal
- Detail oriented with an ability to prioritize and handle multiple tasks without compromising quality
- Advanced user of Microsoft Excel and related Microsoft Office programs
- Familiarity with CRM Databases
- Ability to work independently and contribute to a team
- Ability to travel within and outside Arizona. Must possess a valid Arizona driver's license

**Minimum Qualifications:**

B.A. Degree or a minimum of 4 years relevant experience

Spanish skills preferred, but not required

**How to Apply:**

If interested, please email a cover letter and resume to Kelly McGowan ([kmcgowan@wildfireaz.org](mailto:kmcgowan@wildfireaz.org)) with the subject line: Contracts Specialist. Applications will be reviewed immediately.

Resumes will be accepted until position is filled

*Wildfire is an Equal Opportunity Employer.*