

TOWN OF
TUNBRIDGE
VERMONT

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The Town of Tunbridge is seeking a Grants Manager to work with groups including the Road Foreman, Administrative Assistant, Fire Chief, Library, Emergency Director and Planning Commission to enhance the town's ability to identify, manage, and track grants. These grants will enhance the town's ability to provide flood protection, transportation infrastructure, town building weatherization upgrades, trail improvements etc.

This person must be fluent with excel, have excellent communication skills, and have prior experience working independently.

This position will include research, reading of a variety of forms, tracking all town grants, and projects over time, compiling and creating necessary information as required by each grant. Bookkeeping skills a plus.

This position is for a 2-to-3-year period and may develop into an ongoing position. Fully flexible schedule. May work remotely or at town offices. 10 hours per week to start. Will flex over time.

Salary will be based on experience. Ranges between \$30-\$50/hour