

Grant Technician

Position Announcement

Reports To: Director of Grants Fiscal & Accounting

Closing:

Open Until Filled

Job Type: Part Time, Non-Exempt

Salary Range:

Starting at \$27 - \$36 / hour.
Commensurate with experience.

ORGANIZATION OVERVIEW

The Colorado Charter School Institute (CSI) is a statewide charter school authorizer whose mission is to foster high-quality public-school choices offered through charter schools, particularly those focused on closing the achievement gap for at-risk students. Governed by a board of nine members appointed by the Governor and Commissioner of Education, CSI currently serves a diverse portfolio of 45+ schools across 24 Colorado towns and cities, representing 17 unique educational models and serving over 20,000 students statewide. CSI is uniquely positioned to support and promote charter school innovation in communities throughout Colorado and to lead improvements in authorizing practices. The organization aspires to continue growing both the quality and quantity of its portfolio in response to the ongoing need for high-quality, innovative charter school options. CSI is at an extraordinary point of opportunity and is poised to make additional systemic changes that will yield improvements in overall student achievement across its schools.

[Visit our website to learn more about CSI](#)

Please note: Applications will be reviewed as they are received. This position is non-classified and is not subject to appeal rights.

POSITION SUMMARY

This term-limited position (2–3 years) provides grant administration support through the review, validation, and processing of monthly Requests for Funds submitted by CSI schools. The role ensures financial accuracy, alignment with approved budgets, and compliance with applicable federal and state grant requirements, while maintaining accurate documentation and data within grantor reporting systems. The position offers substantial scheduling flexibility, as work may be completed outside of standard business hours. Monthly responsibilities are concentrated within a defined two-week window and are expected to require approximately 15–25 hours per month, making this role well-suited for candidates seeking flexible, part-time grant administration work.

ESSENTIAL DUTIES AND ROLE-SPECIFIC RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

- Review monthly Requests for Funds submitted by CSI schools to ensure completeness, financial compliance, and alignment with approved budgets.
- Provide feedback to schools regarding federal and state compliance requirements for Requests for Funds.
- Organize and maintain grant documentation to support timely and accurate submissions to grantors.
- Enter and manage grant data within grantor-required grant management systems.

BENEFITS

As a valued member of the Colorado Charter School Institute team, you'll enjoy an array of benefits designed to enhance your well-being and professional growth. These include comprehensive medical, dental, and vision insurance, paid holidays, generous paid leave, flexible schedule options, a supportive work-life balance ethos, complimentary life, and disability insurance (with opportunities for enhanced coverage), options for Flexible Spending and Health Savings Accounts, access to professional development programs, wellness initiatives, performance-based bonuses, and membership in the Colorado Public Employees' Retirement Association ([PERA](#)). Some benefits may vary based on position type and FTE. Eligibility details will be shared during the hiring process.

INCLUSION AND BELONGING AT CSI

CSI recognizes that autonomy and diversity can drive innovation and improved outcomes, both in our schools and in our organization. We are committed to a diverse and culturally inclusive workplace as

we believe that differences in perspective and experiences broaden our awareness, enrich our daily experiences, and contribute to our collective strength.

As a charter school authorizer with schools that serve a wide range of communities across the state, we prioritize recruiting a staff that shares the diversity of the students and communities our schools serve.

CSI is proud to be an equal employment and educational opportunity employer. We do not discriminate on the basis of gender (including gender identity or expression), race, color, religion or belief, national origin, age, sexual orientation, marital status, disability, genetic information, conditions related to pregnancy or childbirth, family composition, or any other protected class as defined by state or federal law.

WHAT WE ARE LOOKING FOR:

At a minimum, successful candidates will bring the following:

- High school diploma, GED, or equivalent
- Strong time-management and interpersonal skills
- Attention to detail, professional written and verbal communication skills, and familiarity with modern workplace software programs and tools
- Some experience as an office administrator, office assistant or administrative role
- Self-motivated
- **All final candidates must successfully pass a thorough criminal background check.**

Ideal candidates will have some, or all, of the following education, skills, and abilities:

- At least two years of experience working with grant administrative work
- Experience with data entry and maintaining accurate records
- Experience supporting the financial management or fiscal compliance of grants

LOCATION & TRAVEL

This position is remote; however, candidates must reside in the state of Colorado.

SALARY RANGE

Starting at \$27 - \$36 / hour. This range allows flexibility to offer competitive pay to candidates with strong experience while reserving the top end for long-term growth and internal progression within the role.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions. While performing the duties of this position, the employee is regularly required to talk and hear. The employee may sit or stand as needed while working and frequently uses hands and fingers to operate a computer keyboard, mouse, and other standard office equipment. Occasional walking or reaching may be required. Specific vision abilities include close vision and the ability to focus on computer screens and printed materials.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment includes a standard office setting. The noise level in the work environment is usually low to moderate.

NOTE

This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. CSI may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

HOW TO APPLY:

Does this role sound like a great fit for you? If so, please email your resume and cover letter to CSIEmployment@csi.state.co.us. The cover letter should detail how your experience meets the minimum experience requirements listed in the above position announcement.