



Jon D. Doolittle
President and CEO
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***** JOB OPENING NOTICE *****

Open: February 16, 2024

Grants Specialist

The Missouri Hospital Association is seeking a grants specialist to support optimal grant administrative management for grant-funded project deliverables, including project coordination and documentation requirements. This position is funded through federal or state contracts and grants to support compliance with contract requirements. Continuation of this position is dependent on renewals of these or other contracts.

Must be a high school graduate with college degree preferred. Experience with project coordination, tracking of deliverables and deadlines, and collecting and managing data is required. Strong verbal, written and interpersonal skills are required. Must be proficient with computers and maintain a strong working knowledge of Microsoft Office 365 products to include Outlook, Word, Excel, PowerPoint, Planner, Teams, SharePoint, OneDrive and Forms. Must be highly organized with great attention to detail and a commitment to accuracy.

MHA is an equal opportunity employer with a drug and smoke-free work environment. MHA participates in the E-Verify Program. Submit resume and salary requirements to Human Resources, P.O. Box 60, Jefferson City, MO 65102-0060 or email to humanresources@mhanet.com.