



Job Posting | January 17, 2019

Position Starting As Soon as Qualified Candidate is Found

GEAR UP Maine Program Monitor

Syntiro is a nonprofit that is home to a number of initiatives in education located in Readfield, Maine.

We are currently seeking a GEAR UP Maine Program Monitor to work with our GEAR UP Maine team. The GEAR UP Maine Program Monitor will oversee compliance with federal match, data, invoicing, and district annual plan requirements.

The ideal candidate will have extensive experience using spreadsheets, databases, project management tools, and experience demonstrating the following:

- Keen attention to detail.
- Strong analytical and critical thinking skills
- Excellent problem-solving skills.
- Ability to work to deadlines, under pressure.

Strong verbal and written communication skills, and the ability to work both independently and in a team setting on an array of projects, are necessary.

Qualifications: Associate's degree required; Bachelor's degree preferred. Experience with finance and/or grant regulations and/or compliance auditing required. Experience with GEAR UP and/or TRIO programs strongly preferred.

The GEAR UP Maine District Program Monitor is a time-limited position with competitive salary and benefits for the most qualified candidate. For the right candidate we will negotiate part or full time. This position requires reliable transportation due to extensive statewide travel. Flexibility to work remotely and face-to-face is required. This position requires the ability to work in a fast paced and constantly changing environment.

This time limited position is funded annually by a federal grant ending in September 2021. The position will start as soon as a suitable candidate is found. A Maine criminal background check is required.

Work Year: July 1-June 30



Candidates: Send letter of interest, resume and three names and contacts of reference to office@syntiro.org.

Position will remain open until filled. Applications will be reviewed beginning January 28, 2019 with interviews starting the week of February 4, 2019.

Syntiro is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

