

POSITION AVAILABLE
TOWN OF SNOW HILL
CITY OF POCOMOKE
GRANT WRITER/ADMINISTRATOR
CIRCUIT-RIDER STAFF PERSON

The Town of Snow Hill and City of Pocomoke City are the joint beneficiaries of a grant from the State of Maryland, Department of Housing & Community Development Circuit Rider Program to fund and hire a joint circuit-rider staff person. The position is a 40-hour per week obligation, half in Town of Snow Hill and half in Pocomoke City. Both locations report directly to the Town Manager. The Snow Hill position will include assisting the Executive Administrator to include attending meetings and taking and transcribing meeting minutes, posting and monitoring Facebook, posting to website and other clerical duties. The Pocomoke City involves extensive work in grant research, application and administration in addition to other duties as assigned. Preferably applicants should have experience with grant writing and grant management, and clerical duties.

Please submit a letter of interest/resume, by February 28, 2024, to Jeff Gleason, Human resources Director, P. O. Box 29, Pocomoke City, MD 21851.

“Town of Snow Hill and Pocomoke City are Equal Opportunity Employers”