



A proud partner of the **americanjobcenter** network

Contract Compliance Specialist

Do you enjoy working with contracts, policies, or regulations? Do you excel at both verbal and written communication? Are you looking for rewarding work that gives back to the community? **Then this is the career for you!** We are looking to hire a **Full-time Contract Compliance Specialist**.

Some of your duties will include but not be limited to:

- Actively participates in the implementation of assigned programs
- Works to ensure Scopes of Work are measurable and compliant with terms and conditions of grants and contract
- Works to ensure compliance with terms and conditions of grants and contracts
- Actively participates in internal and external monitoring, monitoring plans and implementation of those plans
- Prepare timely reviews and reports
- Develop, maintain, and update related procedures and tools reflecting monitoring guidelines

Do you have???

- ✓ Training or education in Business, Political Science, Law, Compliance, Public Administration, or a related field. An equivalent combination of related education and experience will be considered.
- ✓ Three years or more experience with contracting, auditing/monitoring, program management, procurement, or related experience.
- ✓ Excellent written and verbal communication skills, be proficient in research, interpreting and analyzing diverse data and possess the ability to work collaboratively and independently to achieve stated goals.
- ✓ Technical computer skills (Microsoft Office: i.e., Word, PowerPoint, Outlook, and Excel).
- ✓ A valid driver's license and reliable transportation.
- ✓ **Bonus:** Experience with WIOA regulations, Equal Opportunity, or federal grants

Why Employ Milwaukee?

- ✓ We're a non-profit **local** workforce development board
- ✓ Full benefits including Health, Dental, Vision, 401K, and **Employer Paid LT & ST disability**
- ✓ Prime location! Just minutes from downtown Milwaukee
- ✓ Hybrid work from home models available
- ✓ Making a real positive impact in the lives of youth, adults, dislocated workers, and other target populations by providing various levels of career services, education, training, and employment opportunities

Send **Salary Requirements** and resume, stating the position you are applying for, to:

Employ Milwaukee HR Dept. at: HR@employMilwaukee.org

Interviews may be conducted during the posting period

Employ Milwaukee is an Equal Opportunity employer and service provider. If you need this information or printed material in an alternate format, or in different language, please contact us at (414)-270-1700. Deaf, hard of hearing, or speech impaired callers can contact us through Wisconsin Relay Service at 7-1-1.

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