



The 4th Judicial District Attorney's Office



Volunteer Opportunity

The District Attorney for El Paso and Teller Counties has a volunteer opportunity for a:

GRANT WRITER

This person, under the direction of the various Department and Division Managers, will identify funding resources for existing, or new programs to meet various staffing and capitol improvement needs for the Office of the District Attorney. The ideal candidate for this position will have experience in grant writing procedures and have knowledge of established guidelines. Attention to detail, strong oral, written, and interpersonal communication skills would be most desired of the person in this position. The grant writer we are seeking will be familiarized with the purpose of each project, or program, for which a grant is being sought. Strong creativity and analytical skills are essential.

Benefits of this position include:

- *Serving your community by advancing the programs provided to the community as well as improving the impact of the District Attorneys office.*
- *Gaining on-going experience*
- *Working with a great team helping each other grow as the organization grows.*

Requirements for this position include:

- *At least two years experience in a grant writing position*
- *Detail oriented*
- *Analytical skill in creating and evaluating the projects, and internal needs of the organization, and ability to evaluate potential resources*
- *Cost conscious*
- *Strong communication and interpersonal skills*
- *On-call as project and program needs arise*
- *Must be at least 18 years of age and submit to and pass a criminal history background check*

105 E. Vermijo St., Colorado Springs, CO 80903 719-520-6000

If you would like additional information about this volunteer opportunity e-mail the DAO Volunteer Program Manager (mailto:DAO_VolunteerCoordinator@elpasoco.com.) Please provide your name, phone number, or e-mail address, the title of this position and your questions. You will be contacted. If you wish to apply for this position download and complete the volunteer application (<http://www.4thjudicialda.com/pdfdocs/app.doc>) and e-mail it back to the DAO Volunteer Program Manager. Thank you for your interest in volunteering with the 4th Judicial District Attorney's Office.