



April 25, 2022

The American Radio Relay League Foundation is launching a new Club Grant Program! This program seeks to fund transformative projects that enable growth in amateur radio operators, On the air projects, ham training & mentoring, and so much more! Funded by the Amateur Radio Digital Communications (“ARDC”) this program will award a total of \$500,000 in club grants throughout 2022.

ARRL is seeking an independent contractor to serve as an Administrative Coordinator for a 7-month engagement (June through December) who would like to be a part of the transformative impact this will have on Amateur radio, by coordinating, administering, managing, and organizing club grant applications in our Newington, CT headquarters.

This contract position is for someone with administrative experience. This role is responsible for a wide range of administrative functions in support of the ARRL’s Club Grant Program, and requires the incumbent be:

- Proficient with Microsoft Office Suite,
- Capable of maintenance, tracking, and reporting on grant applications.
- Maintaining and managing appropriate reporting intervals and project statuses.
- Excellent time management and organizational skills required.
- Excellent customer service/ communication skills.

Please express interest by sending your bio or profile to hr@arrl.org