



JOB DESCRIPTION

JOB TITLE: Grants Assistant	LOCATION: Atlanta
REPORTS TO: Chief Executive Officer	DEPARTMENT: Resource Development
STATUS: Contractor (20-25 hours/week)	REVISED: 06/2026

About the Latin American Association

The mission of the Latin American Association (LAA) is to empower our community to adapt, integrate, and thrive. Our vision is Opportunity for All.

The Latin American Association works to reduce the barriers to economic mobility and prosperity that Latino immigrants face as they adapt to life in the United States. No other organization in Georgia serving Latinos matches LAA's geographic reach, breadth of services, depth of expertise, and longevity.

Founded in 1972 to serve Atlanta's emerging Latino population, LAA has grown into the region's leading agency representing Latino issues. The organization invests in individuals' and families' ability to pursue education, employment, and other opportunities that promote long-term economic stability and improved quality of life. With over 53 years of service and a deeply rooted community-based mission, LAA is uniquely positioned to meet the evolving needs of the Latino community. Today, LAA stands as the oldest, most trusted, and only fully bilingual organization in the region focused exclusively on Latino needs and concerns.

Serving nearly 44,000 individuals annually, LAA provides a comprehensive range of evidence-based programs and services to support full community integration. Core program areas include Family Well-Being, Economic Empowerment, Immigration Legal Services, Youth Education, and Adult Language Services.

POSITION SUMMARY

The Latin American Association (LAA) seeks an experienced grants management consultant to provide grant administration, reporting, compliance tracking, and project management support for the organization's grant and foundation-funded programs. The contractor will provide technical expertise and project-based support to strengthen grant management processes and ensure timely completion of grant-related deliverables.

Responsibilities:

- Provide grant reporting support for federal, state, local, and foundation-funded awards.
- Develop and maintain grant tracking tools, reporting schedules, and compliance monitoring systems.
- Conduct funding research and identify prospective grant opportunities.
- Prepare or support the development of grant proposals, reports, and supporting documentation.
- Monitor grant deadlines, deliverables, and reporting requirements and communicate upcoming obligations to designated staff.
- Review grant records and documentation to ensure completeness, accuracy, and compliance with funder requirements.
- Prepare materials and documentation for funder site visits, desk reviews, and audits.
- Recommend improvements to grant management systems, workflows, and reporting processes.



Latin American
Association

QUALIFICATIONS

- Federal and foundation grant/award management experience
- Excellent presentation, written and oral communication skills
- Excellent research, analytical, and organizational skills
- Strong ability to plan and manage processes with high attention to detail
- Effective collaborator with the ability to work both independently and as part of a team
- Proficiency with grants management systems, CRM databases, and Microsoft Office Suite

Independent Contractor Status

This position is a contract engagement. The selected contractor will operate as an independent contractor and is not an employee of the Latin American Association. The contractor will be responsible for determining the methods and means of performing the services described herein and will be responsible for all applicable taxes, insurance, licenses, and business expenses associated with the engagement.

DISCLAIMER

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

To learn more about the LAA visit us at: www.thelaa.org