

Grants Administrative Assistant - 20284

Posted 4 days ago | Apply before January 19, 2026

16.00 - 17.00 USD per hour

Details

Category: Administrative Asst

Work Type: PT NOT BEN ELIGIBLE

Location: USA:ID:Boise

Description

NOTE: This announcement is for the hiring of part-time non-benefitted positions. Our part-time positions are limited to working 1,385 hours in a 12-month period for any one state agency, working approximately nineteen (19) hours a week.



The Idaho Department of Parks and Recreation is seeking an organized and detail-oriented Administrative Assistant to join our Grants Department.

This position plays a vital role in supporting the daily operations of the department's grant program, which helps distribute state and federal funds to enhance outdoor recreation opportunities throughout Idaho.

As an Administrative Assistant, you will support the administration of multiple grant programs by assisting grants staff and providing logistical and communication support to advisory boards and review committees. This includes ensuring that members receive timely updates, meeting materials, and the information needed to carry out their responsibilities effectively.

In this role, you will provide high-level administrative support across the division, coordinate grant-related communications and logistics, and help maintain accurate, well-organized data systems that promote program effectiveness, transparency, and compliance.

The position is located in Boise, Idaho, at the Department's headquarters in East Boise. The office offers a scenic and convenient setting near the Boise River Greenbelt, with easy access to walking and biking trails, fishing areas, and local restaurants.

Learn more about IDPR's Grants and Funding Programs
here: <https://parksandrecreation.idaho.gov/grants-and-funding/>

If you have any questions about this position, please contact State & Federal Grant Manager, Kathy Muir:

- **Phone:** 208-514-2431
- **Email:** Kathy.Muir@idpr.idaho.gov

EXAMPLE OF DUTIES

Administrative Support

- Offer administrative support for all staff as needed.
- Prepare, proofread, and edit correspondence, documents, reports, and contracts.
- Complete copy jobs, scanning, and miscellaneous special projects as assigned.
- Assist staff, advisory boards, and review committees, with travel arrangements, travel reimbursements, and purchase card reconciliations.
- Assist with or cover specific grants specialist tasks as needed.
- Coordinate meeting planning and preparation, including travel coordination, meals, and room setup.
- Work with information staff to coordinate updates to internal and external web content.
- Track and monitor grant-related projects, primarily focused on equipment.
- Process payments and provide accounting oversight, ensuring compliance with department procedures.

Database Maintenance and Reporting

- Use Microsoft Office products including Word, Excel, and Access.
- Prepare and manage both incoming and outgoing documents using Adobe Acrobat, including documents requiring e-signatures.
- Maintain databases for plans and specifications associated with funded projects.
- Update, archive, and manage electronic and hard copy program files in accordance with records retention policies.

ADDITIONAL INFORMATION

- A valid driver's license must be possessed and maintained throughout the duration of employment.
- Employment is contingent upon successful completion of a background check.
- This position requires the ability to sit and work at a computer for periods of 2 to 4 hours; bend, reach, and lift file boxes weighing up to 30 pounds, with or without reasonable accommodation.
- Occasional in-state travel may be required.

MINIMUM QUALIFICATIONS

Must possess a valid driver's license.

Good knowledge of:

- Office support functions including word processing, filing, composing business documents, reception, data gathering, and coordinating multiple projects.
- Effective business English usage, including grammar, spelling, and punctuation.
- Filing systems, file setup, and records retrieval procedures.
- Reviewing documents for completeness and procedural compliance.
- Business telephone etiquette and handling non-routine inquiries.

Experience using:

- Microsoft Office Suite (Word, Excel, Access) and Adobe Acrobat.
- Computers for data entry, document management, and information retrieval.
- Software tools to track projects, manage databases, and generate reports.

DO WHAT YOU LOVE, LOVE WHAT YOU DO

WHY IDPR? We are innovators in outdoor recreation, committed to excellent service and resource stewardship. We foster experiences that renew the human spirit and promote community vitality. Our mission is to improve the quality of life in Idaho through outdoor recreation and resource stewardship. IDPR manages 30 state parks, trails and attractions throughout every region of Idaho and the registration programs for boats, snowmobiles and other off-highway vehicles (OHV). Money from these registration programs goes back to users to develop and maintain trails, facilities and programs. IDPR also provides free education courses for boaters and OHV operators. **To learn more about Idaho Department of Parks and Recreation please visit:** <https://parksandrecreation.idaho.gov/>

EEO/ADA/Veteran: The State of Idaho is committed to providing equal employment opportunities and prohibit discrimination against qualified

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individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, political affiliation or belief, sex, national origin, genetics, or any other status protected under applicable federal, state, or local laws.

The State of Idaho is committed to access and reasonable accommodations for individuals with disabilities, auxiliary aids and services are available upon request. If you require an accommodation at any step in our recruitment process, you are encouraged to contact (208) 334-2263 (TTY/TTD: 711), or email ada.coordinator@dhr.idaho.gov.

Preference may be given to veterans who qualify under state and federal laws and regulations.