

Position Description

Title: Contract and Compliance Specialist

Department: Finance

Reports to: Director of Budget and Grants Compliance

Location: New York, San Francisco, Chicago, or DC

FLSA Status: Exempt

About the Organization

Over the years, Upwardly Global has supported thousands of immigrant and refugee professionals in transitioning from poverty or exclusion to quality, thriving-wage careers through its customized coaching program and holistic approach to integrating skilled immigrants into the US job market. Upwardly Global is a data-driven, innovative organization with a bold vision and a fearless spirit operating out of four major US markets and providing remote services to several parts of the country. It is unwavering in its commitment to a diverse and inclusive culture where every voice matters.

Position Overview

The Contract and Compliance Specialist plays a crucial role in supporting Upwardly Global's operations. The Specialist will become knowledgeable about all aspects of the organization's initiatives through the contracting lens. Examples include vendor purchases, partnerships, and subgrants. Together with the Director of Budgets and Grant Compliance, the Specialist will protect Upwardly Global's intellectual property, confidentiality, and liability interests while promoting partnerships and vendor purchases to achieve the mission.

The Specialist will support other aspects of risk management and grant compliance.

Essential Duties & Responsibilities

Contracts Coordination

- Manage contract process from initiation to signature and recordkeeping.
- Review and prepare contracts and agreements for accuracy, completeness, adherence to specifications, terms and other contractual matters.
- Participate in meetings, and address counter-party contract questions among colleagues and the Director to make edits and, as needed, gather attorney input.
- Maintain contract renewal schedule and support colleagues with the renewal process.
- Manage colleagues' expectations with respect to timing.
- Recommend new procedures to streamline the processes.
- Maintain internal and attorney-prepared agreement templates.
- Conduct formal and informal training to improve process compliance and effectiveness.
- Keep abreast of changes in relevant laws, regulations, and industry standards that may impact contract management practices, ensuring compliance and mitigating risks accordingly.

Budget and Grant Compliance

- Support grant proposal by gathering cost and other financial documentation. Prepare grant budgets for review.
- Support grant compliance process by conducting grant kick off calls.
- Support the subgrant process by collecting the risk assessment documents and organizing the analysis.
- Manage and maintain insurance requests, state registrations, and government site compliance.
- Support the organization budget process with activities such as comparing the grant budgets with the organization budget, reviewing revenue, and entering data as needed.

Perform other related duties as assigned.

Knowledge and Skills Required

- 4-6 years of professional experience working in an administrative capacity.
- Interest in contracts is a must; direct experience is a plus.
- Proven proficiency in Excel.
- Excellent reporting, presenting, time management, and communication skills.
- Ability to communicate compliance requirements to stakeholders.
- Strategic/critical thinking mindset, organizational skills, and attention to detail.

Work Environment/Physical Requirements

- Must be available to work evenings as needed.
- Must have reliable transportation, depending on the region.
- Occasional travel for team meetings, up to 10% travel

Salary Range Disclaimer

The base hourly rate represents the low and high end of the hourly rate for this position. Actual wages will vary depending on factors including but not limited to location, experience, and performance. The range listed is just one component of Upwardly Global's total compensation package for employees. Benefits include paid time off policy, hybrid or remote work schedule, medical/dental/vision insurance, short term disability insurance, life insurance and retirement plan with employer match.

Salary Range Transparency:

- *Central Region: 54,000- 64,000 USD per year*
- *Eastern & Western Region: 60,000- 70,000 USD per year*

Upwardly Global is deeply committed to building a workplace where inclusion is not only valued but prioritized. We're proud to be an equal opportunity employer, seeking to create a welcoming and diverse environment.

Interested candidates should apply [HERE](#) and submit a resume and cover letter.