



CLASS TITLE | COMMUNITY GENEALOGY GRANT COORDINATOR

PAY GRADE: EX-36 | www.cityoftulsa.org/pay

Class Code: 2109

Effective Date: 01/24/2024

PURPOSE OF THE CLASSIFICATION: Under general supervision, serves as the Community Engaged Genealogy Project (CEGP) grant coordinator and victim advocate; oversees the administration of the Emmett Till Grant Program; provides support to grant sub-recipients; provides advocacy and support to victims and their families of racial violence from the Tulsa Race Massacre; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Coordinates the Emmett Till Grant Program administration, grant award management, monitoring and reporting
- Provides support to sub-grant recipients, including technical assistance and resources for project implementation
- Develops and maintains relationships with community organizations, government agencies, and other stakeholders to promote the Emmett Till Grant Program and advance the mission of the CEGP project
- Collaborates with other organizations and advocates working on racial violence and justice issues
- Oversees and maintains the grant timeline and assists in coordinating financial and reporting documents from project consultants
- Prepares reports and other materials to support the work of the Emmett Till Memorial Commission and the Emmett Till Grant Program
- Assists in developing workshop curricula and coordinating with community non-profit stakeholders to schedule, advertise and reserve workshop spaces and resources
- Monitors for incorporation of assessment and genetic genealogy updates into workshop curricula
- Produces final report in collaboration with project consultants
- Participates in and conducts meetings and gatherings of the Emmett Till Grant
- Attends training as required to serve victims and meet requirements of the position effectively
- Assists and communicates with community members contacted as part of the effort to identify the exhumed remains of the 1921 Graves Investigation, including serving as their main point of contact, disseminating information and updates, and answering questions
- Reports to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Completion of one hundred twenty (120) hours from an accredited college or university in coursework related to the requirements of this job description; **and**
- (b) Three (3) years of experience relevant to the essential tasks listed in this job description; **including,**
- (c) One (1) year of experience working in one of the areas specifically mentioned in the purpose statement of this job description

Knowledge, Abilities and Skills:

Knowledge of:

- Grant administration and management practices, as well as experience with grant application review and selection



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- Social justice and racial equality issues, including the impact of racial violence

Ability to:

- Develop and maintain relationships with community organizations, government agencies, and other stakeholders
- Discreetly handle sensitive and confidential information
- Provide advocacy and support to victims of racial violence and their families
- Work independently and as part of a team
- Be flexible and adaptable in a fast-paced environment

Skill in:

- Project management and attention to detail
- Written and verbal communication, including the ability to communicate effectively with diverse audiences through a variety of mediums including pre-scheduled media interviews in coordination with the Communications department
- Creating reports
- Strong project management skills and attention to detail
- Public speaking, adult instruction, and coordinating community response

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting, carrying, and pulling up to 20 pounds; and may be subject to walking, standing, sitting, reaching, bending, handling, and twisting.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver license.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and may require travel to off-site locations.

EEO Code: E-02

Group: Clerical and Administrative

Series: City Development