

Grant Systems & Data Infrastructure Coordinator St. Catherine's Center for Children

St. Catherine's Center for Children provides a comprehensive range of human services designed to offer hope, foster growth, and improve the lives of the children, families, and adults we serve.

The Grant Systems & Data Infrastructure Coordinator will support St. Catherine's Center for Children by building and maintaining automated systems that strengthen the organization's ability to attract, manage, and sustain grant funding. This position focuses on organizing program data, implementing technology-driven workflows, and supporting compliance and reporting processes that allow the agency to move from reactive grant seeking to a strategic, high-speed resource development model.

The primary goal of this partnership is to strengthen St. Catherine's capacity to attract grant funding that fulfills the organization's mission by building systems that automate and streamline the grant process. This project focuses on updating and structuring existing program data to match available funding sources more quickly, allowing the agency to transition from reactive applications to a high-speed, strategic resource attraction model.

Goals and Duties of The Position

- **Data Standardization:** Audit and convert existing grant and funding records into structured, standardized formats aligned with funder requirements.
- **Database Development:** Design and maintain a dynamic program-to-grant database to streamline the rapid development of future applications.
- **Workflow Automation:** Leverage management platforms and AI-assisted workflows to automate eligibility tracking, grant deadlines, and reporting alerts.
- **Compliance Systems:** Integrate program impact data with fiscal documentation to ensure audit readiness and automated reporting workflows.
- **Contract Tracking:** Develop a centralized system to track contract deliverables and generate automated compliance reports.
- **Volunteer Infrastructure:** Design a sustainable volunteer track focused on system integrity; create training materials for ongoing data maintenance.

- **Regional Needs Assessment:** Automate a data pipeline integrating demographic and census data to identify service gaps across the Capital and Mid-Hudson regions.
- **Sustainability:** Document all workflows, system architectures, and procedures to ensure operational continuity beyond the service term.

Minimum Qualifications

Candidates must:

- be 18 years or older
- have an Associate's level education or higher (Lived experience is also valued and considered in lieu of or in addition to the candidate's educational degree(s).)
- be US citizen or have permanent resident status
- have a growth mindset
- have the ability to pass required volunteer or pre-employment background checks
- participate in St. Catherine's Center for Children's onboarding requirements

Desired Skills and Qualities:

- Strong interest in database management, grant systems, and technology-driven solutions
- Comfort working with data, automation tools, and grant technology platforms
- Analytical mindset with attention to detail and systems thinking
- Ability to translate programmatic information into clear, funder-ready language
- Interest in using technology and innovation to advance mission-driven work

Living Allowance:

VISTAs earn a living allowance for their service. The annual living allowance is \$24,962, which is \$957.46 on a bi-weekly basis.

Benefits:

- Supportive cohort of peers
- 10 free meals a week at Siena University's dining hall
- 10 paid personal and 10 paid sick days
- \$7,395 Segal AmeriCorps Education Award upon completion of full service term
- \$500 housing stipend available at the halfway point of the service year
- Loan deferment for qualified student loans
- Access to Siena's Gym, Library, and Career and Internship Center
- CDTA bus pass
- Monthly team building days
- Mentorship and professional development opportunities

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- Professional development stipend
- Non-competitive eligibility for federal employment

Note: VISTAs and VISTA Leaders do not have access to on-campus housing.

Join the ACE VISTA Network!

We are currently recruiting for 21 high-impact positions across the Capital Region.

How to Apply:

- Direct Link: [Click Here to Apply](#) OR
- Visit the [My AmeriCorps Portal](#)
 - Search for keyword “ACE”

Connect With Us:

- Visit Our Website: [Siena University AmeriCorps VISTA](#)
- Follow Us on Instagram: [@sienavistas](#)

Contact **Erin Spence** at espence@siena.edu with any questions.

At Siena University, diversity is an invitation to celebrate the uniqueness of each individual, as well as the cultural differences that enrich us all. Siena strives to ensure that individuals from all backgrounds and perspectives are served equitably. The diversity that students, staff and faculty bring to the University are viewed as a resource, strength and benefit to the University as a whole.

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