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The Community Health Law Project (CHLP), a non-profit legal services organization, seeks a dynamic and energetic individual to manage overall grant efforts including seeking grant opportunities and drafting grant proposals, preparing progress reports, and other activities related to grants management and fund-raising. Position also includes overseeing existing contracts to ensure contract requirements are being met. In addition to grants and contracts management, duties include managing communications such as social media and agency publications. Position also includes other administrative tasks as needed such as coordinating staff continuing education trainings. Experience in all or many of these duties is preferred. Position is located in CHLP's administrative office in South Orange, NJ. Salary negotiable.

Please send cover letter, resume, and references to Erika Kerber, Esq., President/Executive Director, Community Health Law Project, 185 Valley Street, South Orange, NJ 07079 or via email to ekerber@chlp.org.

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