The Berrien County Commission Office will be taking applications for a Grants and Project Coordinator / Airport Authority Clerk

Minimum Qualifications

Education:
Preferably a Bachelor's degree from an accredited college or university in Public Administration, Business Administration, Project Management, or a related field.

Experience:
Preferably two (2) years of experience in grant writing, grant administration, project coordination, governmental administration, nonprofit administration, or a related field.

Preferred Qualifications:

- Experience writing and administering federal, state, or local government grants.
- Experience working in county or municipal government.
- Experience with federal or state grant compliance requirements.
- Experience managing construction, infrastructure, public safety, community development, or other grant-funded projects.
- Experience with governmental budgeting and financial reporting.

Equivalent combinations of education and experience may be considered.

Benefits: Medical/Dental Insurance and personal leave.

For a complete job description contact Brenda Ferrell at 229-686-5421 or bferrell@berriencountyga.gov

Applications can be obtained and submitted to the Berrien County Commissioners Office, 201 N. Davis St., Room 198, Nashville, GA 31639. Application Deadline: September 1, 2026 5:00 p.m. or until filled.

BERRIEN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER - DRUG FREE WORKPLACE