



# JOB DESCRIPTION

## Contract Grant Writer

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Reporting to the Chief Administrative Officer (or designate), the **Grant Writer** is responsible for the following:

### PRIMARY DUTIES

1. Provides grant writing services for the municipality and for non-profit organizations located within the municipality of Burns Lake on an as and when required basis.
2. This is term position ends December 31, 2019.
3. The position is funded in part through a grant from Northern Development Initiative Trust (NDIT) and a final report must be submitted to NDIT at the end of the year.

### ABILITIES

1. Has excellent verbal and written communication skills.
2. Sound personal judgement, discretion and credibility.
3. Has the ability to work independently.
4. General knowledge of local government and non-profit organizations in Burns Lake.
5. Has the skills necessary to complete grant applications.

### REPORTING REQUIREMENTS

- The grant writer will be required to track grants submitted using an excel spreadsheet.

### EDUCATION/TRAINING

- Previous grant writing experience
- Proficient in the use of current information technologies.
- Valid BC Drivers Licence.