



Job Posting – Contract Grant Writer

THE POSITION

Reporting to the Chief Administrative Officer (or designate), the Grant Writer will work with Village of Burns Lake staff and local non-profit organizations to take advantage of funding opportunities as they arise.

The ideal candidate must have previous grant writing experience. A proactive, collaborative, and engaging approach to working with various stakeholders is an asset. In addition having excellent verbal and written communications skills a firm understanding of project management is an advantage. The ideal candidate will be visible both internally and externally as you work with the municipality and local non-profit organizations.

The contract value is up to \$10,500 per annum, which requires a minimum of 400 hours of work. To meet other NDIT requirements \$200,000 in submitted grant applications must also be achieved. If required the successful applicant will have access to the Village of Burns Lake's internet and will have access to the photocopier to print applications and attachments.

Your resume submission should include:

- Previous grant writing experience.
- Administrative and project management experience; and
- A list of your previous grant writing achievements.
- Must have your own laptop or computer.

Application Process

Submit your application via email or mail. Your application must include a resume and cover letter and must be received at the Village Office no later than 4:00 pm, February 20th, 2019.

Please mark your email or envelope **Grant Writing Position - Attention: S. Worthing CAO**

Email: village@burnslake.ca

Mail: Village of Burns Lake, Box 570, Burns Lake, BC V0J 1E0

For a detailed job description, please visit www.burnslake.ca/office/jobs

(We wish to express our appreciation to all applicants for their interest and effort in applying for this position and advise that only candidates selected for interviews will be contacted)