



Job Posting – Contract Grant Writer

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. The skills you need to be successful include excellent verbal and written communications, a firm understanding of project management and an understanding of non-profit organizations in the community. A proactive, collaborative, and engaging approach to working with various stakeholders is an asset.

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

The successful applicant must have their own laptop.

Your resume submission should include:

- Previous grant writing experience.
- Administrative and project management experience.

Application Process

Submit your application via email. Your application must include a resume and cover letter and be received at the Village Office no later than 4:00 pm, March 11, 2022.

Please mark your email **Grant Writing Position**

Email: village@burnslake.ca

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

(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)