



EMPLOYMENT OPPORTUNITY

The Town of Pelham is now accepting applications for the following position:

Grant Specialist (Temporary Contract Up to 18 Months)

Reporting to the Communications Specialist, and in collaboration with other leaders across all departments, the Grant Specialist will be responsible for a wide range of functions necessary for the grant application development, submission, and reporting process. This position will also support the Communications Specialist with various tasks such as graphic design, social media and internal and external communications.

What You Will Do:

- Research and identify funding sources at the Federal, Provincial, and regional government levels as well as in the private sector.
- Compile and present data relevant to grant opportunities to the Senior Leadership Team in a concise and informative manner.
- Prepare reports for presentation to Council for application approval and/or expenditure authority.
- Prepare and review grant applications and supporting documentation to ensure compliance with funding requirements.
- Maintain a system to track projects and grant applications, including deadlines, application requirements, budgets, and reporting requirements.
- Prepare, organize and compile grant budget reports, and other related reports as required.
- Manage multiple grant applications simultaneously and ensure that all are submitted on time.
- Establish and maintain contacts and develop working relationships with key staff in various governmental agencies and businesses offering grant programs.
- Research and evaluate best practices to improve grant submission outcomes.
- Provide ongoing support and expertise on various grant programs and opportunities that are relevant to the Town.
- Provide back up support to the Communications Specialist when required.
- Other related duties as assigned.

What We're Looking For:

- You may be hesitant to apply if you do not have every qualification listed below. While specific qualifications are important for certain roles, we invite individuals from diverse backgrounds and varying levels of experience and education to apply. We will evaluate your suitability for the role.

- Post-Secondary education in Communications, Public Administration, Economic Development, Business Administration, Planning, or a related field.
- 2 years' experience in a similar role, preferably in the area of grants and proposals development.
- Project Management training or certification is considered an asset.
- Proficiency using Microsoft Office, including spreadsheets, PowerPoint and graphics.
- Excellent communication, planning, analytical, organizing, problem solving, and interpersonal skills.
- Ability to work independently on multiple, complex, and diverse projects
- Strong facilitation, project management and research skills.
- Experience working in a cross-departmental capacity.

What's In It For You:

- A competitive salary ranging between **\$58,922 to \$68,930** with a 35-hour work week (8:30am to 4:30pm Monday to Friday). Work outside of normally scheduled may be required.
- The option to enroll in the OMERS pension plan
- Professional development training opportunities
- A supportive and collaborative work environment
- A commitment to creating a diverse, equitable and inclusive culture that promotes a sense of belonging and represents and reflects the needs of the community we serve.

Resumes can be submitted directly to the Manager of People Services at hr@pelham.ca by 4:30pm on **Friday, October 18, 2024.**

The Town of Pelham is an equal opportunity employer. We are committed to inclusive and barrier-free recruitment and selection processes and work environments. In accordance with the Accessibility for Ontarians with Disabilities Act, if you require this document or any additional documents in an alternative format, please contact our office at 905-892-2607, ext. 345. Should you require any special accommodations in order to apply for a position or interview for a position with the Town of Pelham, we will endeavor to make such accommodations.

We thank each applicant for taking the time and effort to submit their resume, however, only candidates to be interviewed will be contacted.

In accordance with the Municipal Freedom of Information & Protection of Privacy Act, all information is collected under the authority of the Municipal Act, 2001, and will only be used during the selection process for the subject posting.