

## Grant Coordinator

### Practicum Student Position

#### DESCRIPTION

The Grant Coordinator is a practicum position offered by the Northern Hills Community Association (NHCA) and is accountable to the Executive Director or person designated as Acting Executive Director. Governed by the Mission Statement and working within the policies and procedures of the Association, the Grant Coordinator works on identifying, applying for, tracking and reporting Grants and other funding opportunities to support NHCA's projects, programs and organizational development as well as documenting Grant Procedures and creating and updating Grant Templates.

#### AVAILABILITY

- Minimum 50 hours
- Flexible hours
- Anticipated start date – ongoing

#### RESPONSIBILITIES

- Identifying Grants or other funding opportunities
- Creating Grant Applications
- Tracking Grants within NHCA Grant Tracking Procedures
- Assisting in coordinating Grant Reporting
- Collaborating with Grant Writer, NHCA Office staff, and Grants Committee of the Board of Directors on documenting Grant Procedures and creating and updating Grant Templates

#### REQUIREMENTS

- Post-Secondary student in Human Resources, Public Relations, Communications, or Business Management, Marketing, Grant and/or Technical Writing or similar field preferred
- Collaborative and Team working mindset and skillset
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Excellent English written, verbal, and proofreading skills
- Strong organizational and planning skills
- Proficient in MS Office 365

#### APPLICATION

Contact the Executive Director – [exec.director@nhca.ca](mailto:exec.director@nhca.ca)

*We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, degree completion, or disability status.*