



The District of Port Edward

Grant Writing Contract

The **Grant Writing coordinator** reports to the Director of Corporate Administrative Services. The successful applicant will prepare grant applications as directed for the benefit of the District of Port Edward.

Candidates should possess the following skills:

- Exemplary written and verbal communication skills
- Proven research ability
- Experience and knowledge specific to the grant application process
- Capacity to produce project work plans and timelines
- Familiarity with complex budgets
- Strong work ethic, self-motivation and comfort conducting independent work

Education

Post-Secondary degree or diploma in related field

Please submit your resume with references by 4:30 pm Friday, **November 30, 2018** to:

Polly Pereira
District of Port Edward
770 Pacific Avenue
Port Edward, BC
Fax: 250-628-9225
Email: ppereira@portedward.ca

We thank those persons in advance who submit applications, however only those selected for an interview will be contacted.