



Grant Coordinator

part-time, term contract

About Us

Merritt is centrally located and nestled in the beautiful Nicola Valley. Our strategic orientation is to pursue growth as a progressive, attractive, economically viable city that is socially responsible and environmentally sustainable. Our strength comes from our skilled and dedicated employees and together, we continue to build an inclusive culture that encourages, supports, and celebrates the diverse voices of our employees. It fuels our innovation and connects us to the community we serve.

The Opportunity

The City of Merritt has an exciting opportunity for a Grants Coordinator to work with the City in a part-time capacity, for a six-month term.

As the Grant Coordinator, combine your technical writing, on-line research, networking and problem-solving skills with your ability to build relationships and drive initiatives. Your work will enable the City of Merritt to secure revenue opportunities that facilitate the development and delivery of services and municipal improvements for the residents and visitors of the City of Merritt.

Working closely with our leadership team, you will learn about the City's mission and vision along with our projects and programs so that you are able to match organizational activities with potential grants and complete funding applications.

Minimum Qualifications

- Bachelor's degree in business administration or a related field with 3 years of recent related experience. An equivalent combination of education and experience may be considered.
- Experience with the funding application processes, research methods, reports, grant writing and administration, preferably in a local government setting and with the Federal Gas Tax program.
- Proficient with related database systems and financial software.

For new hires, and for those working in designated positions of trust, including those working directly with vulnerable persons, employment is conditional on a satisfactory police information check.

Join Our Team!

It is an exciting time to be a part of our team! We're looking for people to bring creative ideas, fresh thinking and motivation to join the City of Merritt team. We offer competitive compensation, well-being benefits and meaningful work in a respectful environment.

If your previous experience has prepared you for success in this role and you are committed to working in a manner that supports a respectful, healthy and safe environment, we invite you to apply.

Apply online at www.merritt.ca/employment. This position will be posted until filled; for full consideration, apply today.

The City of Merritt thanks all applicants for their interest, however; only applicants selected to participate in the process will be contacted.

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