



We're looking for a Coordinator, Grants and Projects to join Clarington's Office of the CAO team!

If you require this information in an alternate format, please contact the Accessibility Coordinator at 905-623-3379 ext. 2131.

Why Clarington

Clarington is a place of possibilities.

With a population set to double by 2051, Clarington is one of the fastest-growing municipalities in Durham Region with more than 107,000 people across four urban centres and 14 hamlets. Clarington offers a perfect blend of urban living and country charm and is known for its thriving energy and agriculture sectors, historic downtowns and as a great place to live, work and play.

Our people enjoy a collaborative work environment, work-life balance, and are at the forefront of community impact. We value accountability, integrity and respect, and are committed to fostering equity, inclusion and diversity in the workplace. Together, we are striving to enhance the quality of life for residents today and for future generations who call Clarington home.

The future is bright – and working with the Municipality of Clarington means you can help shape it. How will you make your mark?

Position Snapshot

Reporting to and under the direction of the Supervisor, Strategic Projects, the Coordinator, Grants and Projects will be responsible for leading, researching, coordinating, and submitting grant proposals to various funding organizations to support delivery of the Corporate Grant Administration Program (GAP). This role will also provide essential support in the successful execution of various strategic projects and initiatives.

What you'll be doing

As a Coordinator, Grants and Projects, your responsibilities include but are not limited to:

- Research and identify potential grant funding opportunities from government agencies, foundations, and other grant-making organizations.
- Coordinate, compile, and write compelling grant proposals and applications to secure funding for Municipal programs and projects.
- Collaborate with and support internal teams and external partners to gather relevant information for grant applications.
- Communicate effectively with internal team members seeking grant opportunity/application support.
- Ensure all grant applications and supporting documents are submitted on time and in accordance with the grantors' guidelines.
- Maintain a calendar of submissions and reporting deadlines, grant application records, and GAP data, tools, and resources.

- Assist with maintaining relationships with current funders and stakeholders through effective communication.
- Support continuous improvement of the GAP, identifying and implementing opportunities and approaches for meaningful change.
- Support people leaders and project managers in the delivery of corporate strategic projects.
- Independently manage projects of lower complexity effectively and efficiently.
- Collaborate and foster effective communication with project stakeholders.
- Assist with the preparation and execution of project work plans and schedules, and status and issues tracking and reporting.
- Prepare and maintain project documentation (e.g. meeting minutes, action items register, status reports).
- Other GAP / project administration and coordination duties as assigned.

What you bring

The successful candidate will have:

- A bachelor's degree in business, communications, public administration, or a related field.
- A minimum of three (3) years of similar or relevant experience; experience in municipal government is considered an asset.
- Demonstrated experience in researching, coordinating, writing, and administration of successful grant applications.
- Excellent project planning and management skills (PMP Certification would be an asset)
- Strong analytical/problem solving skills.
- A willingness to lead projects and take initiative.
- An ability to effectively prioritize and organize multiple concurrent assignments and meet strict deadlines.
- A collaborative team player who can also work independently to lead initiatives.
- Demonstrated ability to identify business efficiencies.
- The ability to convey complex information in plain language, verbally and in writing.
- Excellent writing, editing and verbal communication skills with keen attention to detail.
- Proficiency in MS Office Suite (Excel, Word & PowerPoint), with familiarity with SharePoint considered an asset.

What we offer

We offer the following benefits and perks to ensure that your total compensation package addresses both your work and life needs.

- Salary: \$84,053.00 to \$102,168.00 – Grade 5 of the 2025 Non-Affiliated Salary Administration Program.
- The Municipality of Clarington offers flexible work arrangements for eligible roles, where employees are empowered to do their best work in the way that works for them. Currently, this position is eligible for a flexible work arrangement option. Further details on this program will be discussed through the selection process.

- A comprehensive benefits and pension program to ensure that your total compensation package addresses both your work and life needs.
- Hours of work: 35 hours per week

We are an equal opportunity employer

- The Municipality of Clarington is a progressive employer committed to equity, inclusion and diversity within its community and organization. We are committed to building an inclusive and barrier-free environment for our team.
- We are pleased to accommodate individual needs in accordance with the Accessibility for Ontarians with Disabilities Act, 2005, within our recruitment process. If you require accommodation at any time throughout the recruitment process or in performing your position should you be selected, please contact the Human Resources Division at careers@clarington.net.

Additional information and requirements

Pre-employment testing for this position may include written and oral testing, to assist in determining the successful applicant. A passing score will be considered to be 60% on each test with the highest score considered in the award.

Prior to starting the position, the successful candidate must provide, at their own expense, the following:

- A current (with the last 180 days) satisfactory criminal reference check, directly from a Canadian Police Information Centre. Criminal Records Checks from third party agencies are not acceptable. Applicants who have been employed with the Municipality within the last year and have provided a criminal reference check within the last 365 days are exempt from providing another criminal reference check.

Privacy

Applicant information is collected under the authority of The Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act for the purpose of evaluating the applicant. Questions about this collection should be directed to the Municipal Clerk, 40 Temperance Street, Bowmanville, ON L1C 3A6 or by phone at 905-623-3379 ext. 2109.

Ready to apply?

Please submit your application online by May 30, 2025, 11:59PM.

We thank all applicants for their interest. However, only those under consideration will be contacted.