

Grants and Intergovernmental Relations Specialist (Permanent, Full-Time) - 1754

Close Date:

October 5, 2025

At the City of Kamloops, we believe in progressive and barrier-free recruitment for everybody every day. This means employment opportunities for all in a safe, inclusive and diverse workplace. We know our city is stronger when we hire qualified individuals from different backgrounds with diverse experiences, cultures and perspectives.

We are focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates our employees who make it all happen. We are known as Canada's Tournament Capital and are famous for our hospitality and community spirit, traits that make us a leader! Recreation, sports, arts and culture, health care, social activities, volunteerism, and affordable housing all meld to form a unique blend of big-city amenities with small-town ambience. This is Kamloops!

Let's make Kamloops shine! Join our team today.

Position Overview

Are you a strategic thinker with a passion for building partnerships and unlocking opportunities? The City of Kamloops is seeking a dynamic and skilled professional to take on a key role in supporting our strategic priorities through funding acquisition, policy support, and intergovernmental engagement.

In this high-impact position, you'll work closely with all City departments under the guidance of the Indigenous and External Relations Manager to identify, coordinate, and action grant opportunities that benefit both the organization and the wider community. You'll lead the charge in researching and writing complex grant applications, managing proposal development, supporting contract and reporting processes, and tracking annual outcomes of the City's grant efforts.

This role is perfect for someone who thrives on detail, strategic collaboration, and meaningful relationship-building—especially with other levels of government. If you're ready to put your skills to work in a position where you can truly make a difference, we want to hear from you!

The successful candidate must have the following:

1. Completion of a post-secondary degree in communications, marketing, or business.
2. Proficient in intermediate Word, as demonstrated through testing.
3. Minimum three years' directly related experience that includes overseeing grants and proposals for multiple organizations and levels of government.

For new hires, and for those working in designated positions of trust, including those working directly with vulnerable persons, no formal offer of employment will be made until an applicant completes a police information check. A comprehensive benefits package is included with this position. This is a CUPE Local 900 position. A comprehensive benefits package is included with this position.

Hourly Rate

\$47.942

Hours & Days of Work

Monday - Friday 8:00 am - 4:00 pm

Hours per Week

35

Career Opportunity



Canada's Tournament Capital

Please note if you need assistance or have individual needs or requirements throughout the application process, contact the Human Resources Department by telephone, email hr@kamloops.ca or in person at 6-510 Lorne Street so we can better support you.

External job postings are open to everyone. We are an equal opportunity employer and thank all applicants for their interest. Please be sure to review the application requirements of each job you apply for. Only those selected to participate in the recruitment process will be contacted.

Applications are accepted online at kamloops.ca/careers.