



Grant and Program Coordinator - Public Works - Job ID #2638

Job Title	Grant and Program Coordinator - Public Works	Status / Job Type	Permanent Full Time
Commission	Public Works	Department	Administration
Union Affiliation	CUPE 181 (CITY HALL) - FT	Number of Openings	1
Rate of Pay	\$37.61 to \$40.01	Benefits Entitlement	Yes
Hours of Work	35 Hours Per Week	Posting Date (4:30 pm)	Jun 4, 2026
Existing Vacancy	Replacement	Closing Date (4:30 pm)	Jun 18, 2026

Position Summary

Situated on the picturesque Grand River, the City of Brantford is a rapidly growing community of over 100,000 residents, located in the heart of Southern Ontario with direct access to Hwy. 403 and is in close proximity to the GTHA, Waterloo and Niagara regions. As a single-tier municipality, Brantford is responsible for the full spectrum of municipal service areas. We invite you to join our #TeamBrantford corporate culture with many progressive initiatives, including our hybrid work environment. The City is committed to the professional development of our staff and invite you to come, grow with us!

Reporting to the Supervisor of Sustainability and Support, the Grant and Program Coordinator will lead the identification, development, submission and management of grant funding opportunities that support the City's Public Works Commission. The Grant and Program Coordinator will require knowledge of the inner workings of government grant processes and programs; understanding timelines, process stages, and location of resources with the ability to find information in a timely manner. The position will be responsible for supporting compliance with eligibility requirements, build and maintain funder relationships, and advancing initiatives that translate into measurable organizational impact. Responsible for coordinating an effective and efficient grant application process throughout the commission, including monitoring opportunities, tracking submissions, and reporting. You will be highly organized, detail-oriented, and capable of managing multiple deadlines in a fast-paced environment. Strong written and verbal communication skills are essential, as is proficiency with the ability to navigate a variety of platforms. Additionally, the Grant and Program Coordinator will provide administrative and program support for various initiatives across the Public Works Commission including climate change, energy management, project management, data collection and analysis to support successful execution of agreements and program requirements, and KPIs to support strategic priorities, and performance evaluations.

Qualifications

- University degree in Business Administration, Statistics, English, Public Administration or a related field with a focus on research, analytical data collection, managing contracts, and program evaluation;
- Minimum three (3) years demonstrated experience in grant writing, researching and processing federal and provincial grant applications preferably in a public works sector environment;
- Exceptional ability to apply organizational, time and project management, prioritization, research, analysis, and problem-solving skills to manage multiple projects, tasks and conflicting priorities;
- Ability to analyze all requirements and provisions in contracts, including terms and conditions, to ensure compliance with all regulations and policies and procedures and compliance with provincial and federal ministry guidelines;
- Demonstrated experience with financial tracking, reconciliation and audit requirements;
- Strong understanding of federal and provincial grant programs including familiarity with funding expectations and terminology;
- Demonstrated strong interpersonal, written and verbal communication skills to work effectively and confidentially when advocating on the City's behalf with internal staff and management, and all levels government;
- Ability to work well in a team environment and be a strong team player as well as ability to work independently while managing multiple deadlines and competing priorities to meet deadlines;
- Proven proficiency in the use of Microsoft Office Suite products (e.g. Word, Excel, PowerPoint, and Outlook) with an aptitude for various applicable software such as JDE, online databases and spreadsheets;
- Performs other duties as assigned;
- Availability to work evenings and weekends as required;
- A valid G Ontario driver's license in good standing is required;
- Criminal Reference check will be required upon time of hire.

Qualified candidates please attach a detailed .pdf format resume & cover letter

Information gathered relative to this position will only be used for candidate selection.

We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted.

Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process.