

Position title: Grant Writer with Bookkeeping exposure

Position Reference #: 4

Compensation: \$18/hour

Position is for 8 weeks, 35 paid hours/week + 0.5 hours unpaid/day

Start Date: Flexible between 5th June to June 15th, 2023

End Date cannot Exceed September 1st, 2023

Hybrid – For Halton Region and near abouts - Ontario

Work Timings: Flexible – Between 9 am to 6 pm mostly

Age Limit is 30 years

No transportation/accommodation provided by company

Preferred to bring own devices for work

Should be open to local travel for work

To apply email to info@actionforhumanity.ca with the subject line **“CSJ Application – Title of the position”**

Job Description:

Develops and coordinates grant funding for the organization with institutional and government partners. Reviews literature dealing with funds available through grants from governmental agencies and private foundations to determine feasibility of developing programs to supplement annual budget allocations. b) Confers with personnel affected by proposed program to develop program goals and objectives, outline how funds are to be used, and explain procedures necessary to obtain funding. c)Submits proposal to officials for approval. d)Writes grant application, according to format required, and submits application to funding agency or foundation. e) Directs and coordinates evaluation and monitoring of grant-funded programs or writes specifications for evaluation or monitoring of program by outside agency. f) Assists department personnel in writing periodic reports to comply with grant requirements. g) Maintains master files on grants) Monitors paperwork connected with grant-funded programs.