



## TOWN OF WASAGA BEACH JOB POSTING

### Grant Specialist (Temporary Part Time – May 2019 to May 2021 – 24 hours/week)

The Town of Wasaga Beach is seeking an energetic and self-motivated individual to perform the duties and responsibilities of the Grant Specialist.

**General Responsibilities:** Responsible for researching and coordinating applications in pursuit of grant opportunities at the Federal, Provincial and County government levels as well as in the private sector. Provide expertise and support to Departments applying for grants. Establish and maintain contacts and develop working relationships with key staff in various governmental agencies and businesses offering grant programs, in order to be fully aware of any and all grant programs that may be available to the municipality.

#### Qualifications:

- Post-secondary Diploma or Degree in Communications, Public Administration, Economic Development, Planning or a related field and minimum of three (3) years experience; or significant relevant experience;
- Excellent communication, planning, analytical, organizing, problem solving, interpersonal and leadership skills;
- Ability to work independently on multiple, complex and diverse projects;
- Strong facilitation, project management and research skills;
- Ability to establish and maintain positive and cooperative working relationships with all levels of staff;
- Proficiency with personal computers and software including Microsoft office, spreadsheets, PowerPoint and graphics;
- Ability to work a variety of shifts during the day, evening and weekend as required;
- Valid class G Ontario driver's license with an appropriate drivers' abstract and criminal records check.

**Hourly Rate Range:** \$26.16 – \$30.60 (2018 rates)

Interested applicants are invited to apply outlining their qualifications and experience to: Human Resources, 30 Lewis Street, Wasaga Beach, ON, L9Z 1A1. Fax: 705-429-6732 or email at [hr@wasagabeach.com](mailto:hr@wasagabeach.com) until 4:30 p.m. on **April 23, 2019**.

*The Town of Wasaga Beach is an equal opportunity employer and is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process, upon request. Please advise the Town of Wasaga Beach Human Resources Department if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. We thank all applicants who apply for this position, but only those selected for interviews will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, and will be used for the purpose of candidate selection.*