



# Job Description

## Grants Coordinator

Regional District of Central Kootenay

**TITLE OF IMMEDIATE SUPERVISOR:** Manager of Corporate Administration /Corporate Officer

**TITLE OF IMMEDIATE SUBORDINATES:** Could vary by assignment

**DEPARTMENT:** Corporate Administration

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### SUMMARY OF POSITION:

Reporting to the Manager of Corporate Administration/Corporate Officer, the Grants Coordinator administers and manages the Columbia Basin Trust (CBT) and RDCK grant programs and provides important administrative support to the Corporate Administration Department.

### ROLE AND RESPONSIBILITIES:

As a member of the Corporate Administration team, responsibilities include, but are not limited to:

1. Coordinates and provides administrative support for the Rural Affairs Committee (including scheduling meetings, ensuring that deadlines are met, gathering reports and reviewing them for formatting, compiling agendas, recording and transcribing meeting proceedings, and taking other actions arising from meetings as directed).
2. Act as primary contact for and liaison between CBT, Area Directors, general public, and staff for the administration and management of the CBT Community Initiatives and Affected Areas Funding Program.
3. Liaises with Area Directors regarding the Community Works, Community Development and Discretionary grant programs.
4. Makes recommendations to the Corporate Officer and the Board on how to deliver the CBT grant program more effectively.
5. Provide communications of program activities through advertisements and social media.
6. Prepare annual funding disbursement results for Board approval.
7. Prepares funding disbursements, semi-annual funding allocations, annual financial reconciliation, audits, and reporting for various Grants Programs.
8. Develop and provide program (procedures, forms, filing) and website updates.
9. Maintain records and reporting requirements for grant programs.
10. Manage and maintain Community Works Grant program files.
11. Work closely with grant recipients and RDCK staff to ensure reporting following completion of projects is in

accordance with RDCK, CBT and UBCM requirements.

12. Maintain legal contracts, leases, licenses, permits, and legal opinion files. Collaborate with the Corporate Officer, ensuring electronic and hard copy files, reference logs, and expiry dates are up-to-date.
13. Maintain and update Policy manual as per board resolutions.
14. Track and coordinate correspondence to/from the Board of Directors
15. Prepare and distribute e-scribe reading file for Directors.
16. Provide general administration assistance; ensure effective record management preparation of administration correspondence, documents, and mass mail outs.
17. Provide office logistics - ordering supplies, maintaining board room supplies, contact service providers for office equipment maintenance and repairs.
18. Provide support to Corporate Administration team members as required
19. Other related duties as required.

#### **REQUIRED QUALIFICATIONS AND EXPERIENCE:**

- Post secondary Diploma in Business Administration, or an acceptable combination of education and related experience.
- A minimum of three (3) years related work experience with progressively increasing responsibility.
- Valid Class 5 Driver's License.
- Satisfactory Criminal Record.
- Local Government experience would be considered an asset.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Demonstrated ability to compose correspondence and other written materials using clear, concise language.
- Excellent MS Office skills (Word, Excel, Outlook).
- Ability to prioritize duties and deadlines.
- Strong communication skills, both verbal and written.
- Aptitude for mathematical calculations.
- Attention to detail and ability to maintain accuracy.
- Ability to exercise judgment, tact and discretion.
- Demonstrated ability to manage information in a database.
- Excellent interpersonal, customer service and organizational skills.
- Proven ability to multitask.

**ACCEPTANCE:**

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities.

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Employee Name                      Employee Signature                      Date

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Employer Representative Name                      Employer Representative Signature                      Date