



# JOB POSTING

## Grants Coordinator

Full-Time, Benefited Position (35 hours/wk)

REGIONAL DISTRICT OF CENTRAL KOOTENAY - Nelson, BC

The Regional District of Central Kootenay (RDCK) is currently accepting applications for the position of Grants Coordinator.

As a member of the Corporate Administration team, the Grants Coordinator administers and coordinates the major RDCK grant programs, which includes the ReDi Grants program (delivered by RDCK under contract to the Columbia Basin Trust), the Community Works Fund infrastructure grants, the Community Development Grant program, and the Discretionary Grants program. This role acts as the primary contact for all stakeholders involved in grant processes, including grant recipients, funding agencies, elected officials and RDCK staff.

No specific experience with grants administration is required, however this position would suit an experienced administrative professional with strong spreadsheet and information management skills. Familiarity with business process improvement, project coordination, and financial reporting requirements would be considered assets with this position. Applicants should be highly organized, excellent communicators, and have a proven ability to build positive relationships with internal and external stakeholders.

This is a full-time, 35 hour per week position with partial remote work options available. The successful applicant will be offered a competitive salary, a generous vacation and benefits package and will have an opportunity to work with a great team in our Corporate Administration department.

### REQUIRED EDUCATION 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
- Familiarity with business process improvement, project coordination, and financial reporting requirements would be considered assets with this position.
- Local Government experience would be considered an asset
- Satisfactory Criminal Record check

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent MS Office skills (Word, Excel, Outlook)
- Strong verbal communication skills, and the demonstrated ability to compose correspondence and other written materials using clear, concise language
- Organizational skills, multitask and ability to prioritize
- Ability to work with numbers, including an aptitude for calculations
- Ability to develop relationships with stakeholders
- 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 and customer service skills

This is a full time benefitted position and the normal annual salary is \$61,104.61 with the range of \$58,447.92 to \$66,417.99 based on experience.

This posting, along with a detailed job description, can be found on our website at [www.rdck.ca](http://www.rdck.ca) under Administration, Jobs & Employment Opportunities. Applications in the form of a resume and cover letter detailing qualifications and experience relative to the position **will be accepted until 9:00am Tuesday July 2, 2024.**

*Thank you for your interest in working with the Regional District of Central Kootenay.*

*All submissions will be acknowledged although only those individuals shortlisted to participate in the interview/testing process will be contacted again.*

**This competition may be used to fill similar positions within the next six (6) months.**