

# Community Grant Writer

## District of Wells



The District of Wells is seeking a talented and creative individual to fill the part-time contractual position of Community Grant Writer.

### **Key Responsibilities:**

- Working under the direction of the District of Wells Economic Development Officer and/ or Chief Administrative Officer this position is primarily responsible for:
- identifying and applying for grants compatible with the objectives of the municipality or as identified by the District; and
- assisting District staff with various miscellaneous tasks as directed.
- Your work schedule may be flexible but is subject to the approval of your supervisor. Whenever possible, hours worked should coincide with days and times when the District office is open.
- You will be responsible for tracking your hours worked and submitting a time sheet to the District for periodic payment.
- Over the term of your employment no more than a total of 345 hours may be worked and paid for.

This position is funded by an annual grant from the Northern Development Initiative Trust and is subject to funding availability.

Closing Date and Time: 4:00PM– Friday March 26,2021

Send resume to: Attention Chief Administrative Officer at [admin1@wells.ca](mailto:admin1@wells.ca)