



Town of Crossfield FCSS, Community & Grant Coordinator

The Town of Crossfield is seeking a candidate who can manage the FCSS program, as well as provide grant writing and grant research support to the Town of Crossfield and the various community boards and organizations operating within the Town of Crossfield.

Job Responsibilities:

- Conduct research on potential funding sources, such as government, corporate, and charitable foundations
- Work closely with community groups to gain an understanding of their needs and operations
- Maintain a funding opportunity database, activity tracking system, and related files
- Develop and write grant proposals to federal, provincial, and regional governments and other grant-making organizations
- Assemble and submit grant requests, including letters, proposals, budgets and presentations
- Administer the Town of Crossfield' Family and Community Support Services (FCSS) program as per guidelines set forth by the Alberta Government, including maintaining knowledge of relevant legislation, policies and procedures, as well as current trends in recreational, cultural, FCSS, educational, family and community programming
- Conduct semi-monthly interagency meetings with local and non-local organizations
- Maintain various community initiatives such as Volunteer of the Year, Positive Ticketing, etc.
- Prioritize projects to keep multiple proposals moving in a timely manner, meet deadlines and manage supplemental material required for proposals
- Continually seek learning opportunities to enhance knowledge in relevant fields of work

Required Knowledge, Skills, and Abilities:

- Experience with community groups and multi-agency, community-based neighborhood capacity building
- Ability to successfully work with diverse groups, community leaders and interests
- Ability to manage multiple tasks and initiatives, and manage time effectively
- Ability to evaluate and recommend grant and needs assessments to community groups
- Must be collaborative, self-motivated, detail-oriented, organized, and maintain accurate records
- Experience using online databases
- Strong writing, analytical and research skills
- Have the capacity to attend occasional evening meetings
- Some experience with grant writing
- A high level of computer literacy required
- Two to three years related experience

FOR FULL JOB DESCRIPTION DETAILS, please visit www.crossfieldalberta.com.

Closing Date: April 30, 2019

Email application package including resume and cover letter to town@crossfieldalberta.com or drop off at the Town of Crossfield Office at 1005 Ross Street, Crossfield, AB.