



Funded under Service Canada, Canada Summer Job Program

Job Title: Grants Assistant

Tentative Start Date: June 6, 2022

Tentative Finish Date: September 3, 2022

Job Summary:

Working closely with the Office Administrator and the Grants Committee volunteers, this position will support The Guelph Community Foundation with their 2022 grants programs. This will include assisting charities with grant submissions, updating our internal grants management processes and software, writing e-newsletter and social media updates, and preparing report packages for our Grants Committee.

The Grants Assistant will also process grant evaluations from our 2021 grants program, work with our Volunteer Coordinator on data entry, and update all social media feeds with our 'Grants in Action' series featuring granting related stories. They will be the primary contact for local charities applying for grants and will be the administrative support for any applicants struggling with using the granting software. The Grant Assistant will also help identify potential not for profit organizations that may be interested in our granting streams and do outreach. The Grant Assistant will prepare agendas, record regrets, and take meeting minutes for the Grants Committee. They will also attend staff meetings and assist with other tasks as needed.

The ideal candidate for this position will have strong computer skills in Microsoft Office, Word, Excel, and CRM type software. They must be detail orientated, flexible and driven. They will also possess strong administrative, analytical, research and writing skills and can communicate effectively and cordially.

This is full time role, based on 30 hours per week (for 10 weeks). We are a certified Living Wage Employer. This role is a hybrid remote role with some in office requirements.

Pay: Guelph Living Wage \$18.10/hour

Required Experience:

- Knowledge of Guelph and surrounding community and the local non-profit social services sector
- Understanding of community development and grantmaking practices
- Experience working with grassroots community organizations or charities

Skills, Abilities and Requirements:

- Excellent communication skills (written and verbal); can communicate in a variety of ways using clear and accessible language with a relationship building mindset
- Ability to take initiative and work collaboratively, ability to work with and support volunteers
- Excellent organizational skills and attention to detail
- Proficient in Microsoft Office and eagerness to learn the granting and financial system Foundant GLM and Foundant C Suite.
- Ability to work remotely and independently; must supply your own computer for this role
- As this position is offered through Canada Summer Jobs applicants must be under the age of 30 and legally entitled to work in Canada with a valid social insurance number

Application Instructions:

1. Deadline to apply is May 27, 2022

2. Please submit your resume and a one-page cover letter to info@guelphcf.ca. In your cover letter please answer the following questions:

1. Why would you like to work for The Guelph Community Foundation?
2. What was your favourite place to work and why?
3. What work/personal accomplishment are you most proud of to date?

The Guelph Community Foundation is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. We invite applications from diverse populations and groups, including applicants who require accessibility accommodations. If contacted for an employment opportunity, please advise us if you require any accommodations. We thank all applicants; however only candidates selected to be interviewed will be contacted.

The Guelph Community Foundation is a charitable public foundation whose purpose is to provide leadership in promoting community philanthropy and enhance the quality of life for the citizens of Guelph and surrounding communities. The Foundation pools the charitable gifts of donors into permanent, income-earning endowments. A portion of the annual earned income is then granted from the endowment pool which supports a wide range of charitable programs and activities.

Learn More:

To learn more about us visit our website at guelphcf.ca or our follow us on social media:

Twitter: [@GuelphCF](https://twitter.com/GuelphCF)

Facebook: [@GuelphCommunityFoundation](https://www.facebook.com/GuelphCommunityFoundation)

LinkedIn: [linkedin.com/in/guelphcommunityfoundation/](https://www.linkedin.com/in/guelphcommunityfoundation/)

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