



VILLAGE OF
VALEMOUNT

Let the mountains move you

The Village of Valemount is seeking applications for the position of Grant Clerk for a maternity leave backfill. Reporting to the Director of Finance, this position provides assistance to local community groups regarding grant applications and manages a number of grants administered through the Village of Valemount.

- Educating groups regarding proper documentation required for grants;
- Meeting with local groups to discuss their needs and research applicable grants;
- Keeping up to date on current grants and informing groups if compatible;
- Applying for grants on behalf of community organizations and the Village of Valemount;

- Managing and administering two major granting programs administered by the Village:
 - Columbia Basin Trust Community Initiative Program (CBT/CIP)
 - Northern Development Initiatives Trust (NDIT) “Business Façade” program
- Overseeing other Village of Valemount grants by way of applications, reporting, processing payment requests and final reporting

The successful candidate will have the following:

Qualifications:

- Excellent interpersonal communication skills
- Excellent writing skills
- Thoroughness and persistence in follow up
- Knowledge of local area
- Well motivated, organized and creative
- Experience with public education and or working with the public on one-on-one level
- Data gathering and analytical skills

Education:

- Grade 12
- Excellent MS Office skills (Word, Excel, PowerPoint, Outlook)
- Valid Class 5 Drivers License for the Province of BC

This position will work approximately 30 hours per week, and is eligible for benefits. Wages will be commensurate with qualifications and experience.

Applications can be submitted via email to dof@valemount.ca or by mail to the Director of Finance, Village of Valemount, PO Box 168, Valemount, BC, V0E 2Z0, and will be accepted until Friday, February 16, 2018 @ 12:00 noon. Selected candidates must be available for interviews on February 26th and 27th, 2018. Estimated start date will be late March.

****The position is subject to approved funding.**

www.Valemount.ca