



Grant Clerk **Part-time Employment Opportunity**

Reporting to the Director of Finance, the Grant Clerk attends to grant opportunities on behalf of the Village of Valemount and community organizations. This includes identifying and applying for grants on behalf of the Village, administering grants that are available to the community, and counselling local organizations and individuals on grant applications.

MAJOR RESPONSIBILITIES

The successful candidate will fulfill the following duties:

General Grant Administrative Support

- Collaborating with Director of Finance to compile year-end reports
- Completing council reports, providing information regarding grants and requesting council approval when required
- Maintaining awareness of grant needs and grant opportunities and flagging such potential opportunities to supervisor
- Keeping and storing accurate municipal records in accordance with Municipal Records Management Policies
- Maintaining and keeping procedure manual current

Specific grant management

- Columbia Basin Trust (CBT) *ReDi Grant Program*
 - Working with CBT to ensure all documents and advertising meets guidelines
 - Advertising program and organizing public events
 - Meeting with applicants to review documents
 - Organizing committee meetings and maintaining all records
 - Preparing contracts, processing payments and completing all CBT reporting
- Northern Development Initiatives Trust (NDIT) *Business Façade Improvement Program*
 - Applying for program
 - Working with NDIT to ensure all documents and advertising meets guidelines
 - Advertising program
 - Meeting with applicants to review documents
 - Preparing contracts, processing payments and completing all NDIT reporting

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- Woodstove Exchange Program
 - Applying for program
 - Working with Ministry to ensure all documents and advertising meets guidelines
 - Advertising program
 - Meeting with applicant to review documents
 - Preparing contracts, processing payments and completing all final reporting
- Union of BC Municipalities (UBCM) *FireSmart Community Funding & Support Program*
 - Working with FireSmart Coordinator and Director of Finance on application
 - Ensuring program remains on budget throughout program
 - Processing payments and completing all UBCM reporting

KNOWLEDGE AND SKILLS

- Good knowledge of services offered by the municipality
- Demonstrated professionalism and commitment to customer service
- Excellent verbal and written communication skills
- Excellent interpersonal skills for providing information and service to the public, internal and external customers and co-workers
- Ability to keep abreast of all current grant opportunities
- Ability to keep abreast of current council resolutions
- Ability to effectively adapt to a changing work environment
- Intermediate knowledge of Microsoft Office Suite
- Demonstrated commitment to maintaining a high level of confidentiality

EXPERIENCE

- Preferred two-years' experience in grant writing or related field

QUALIFICATIONS & EDUCATION

- Completion of Grade 12 or equivalent
- Preferred coursework in Communications or Editing

HOURS OF WORK

- 8:30-4:30 Monday – Friday (3 days dependent on candidates schedule)
- May require shift and rotating work for operational needs during village emergencies

COMPENSATION AND BENEFITS

Wage offer: \$27.81 per hour, based on qualifications and experience to start

APPLICATION PROCESS

Interested applicants are invited to submit a letter of application and resume to:

Village of Valemount Attn.: Director of Finance PO Box 168 Valemount, BC V0E 2Z0 or Email: jobs@valemount.ca	Applications accepted until: Sunday, October 25, 2026, at 4:00 pm Interviews will take place between: October 26 – 30, 2026 Projected start date: ASAP
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