



THE CORPORATION OF THE COUNTY OF PRINCE EDWARD
JOB OPPORTUNITY
CORPORATE SERVICES & FINANCE
GRANTS & SPECIAL PROJECTS COORDINATOR
FILE #: 2018-25

The County of Prince Edward is an island community on the shores of Lake Ontario with a proud United Empire Loyalist heritage. Boasting beautiful beaches and a unique rural landscape, the County offers serene country living. Our strong agricultural roots, thriving tourism attractions, renowned regional cuisine, and growing wine industry combine to offer a unique and unmatched quality of life.

Our Human Resources Department is currently accepting applications for the position of **Grants & Special Projects Coordinator** within the Community Development Department. Reporting to the Director of Community Development & Strategic Initiatives, the Grants & Special Projects Coordinator is responsible for supporting the municipality through research, planning and coordinating of various community development initiatives, capital and other grant applications and administration, and identification and pursuit of other funding opportunities for the municipality. This position will also serve as the primary resource to the County's Recreation Committees and their liaison with other County Departments, and the coordination of other special projects assigned to the Department, as required.

The ideal candidate will possess the following qualifications:

- Post-secondary education in Community Development, Economic Development, Business or Public Administration, or a related discipline with 3 - 5 years' related work experience; local government experience is preferred or equivalent combination of education and experience
- Working knowledge of municipal government, relevant economic development programs and legislation and the development approval process
- Experience working with and advising businesses and community groups, committees and/or Boards of Directors
- Knowledge of funding resources and opportunities for local businesses and community organizations
- Experience with grant and funding application administration with knowledge of funding resources and opportunities for local businesses and community organizations
- An understanding of Prince Edward County's economic, cultural and political environment, needs and demographics
- Knowledge and experience with public and media relations; excellent presentation skills
- Strong project management skills with the ability to multi-task and manage competing priorities
- Proficient in Microsoft Office applications, knowledge of and experience using digital communication tools and devices and other related databases
- Valid 'G' driver's license

The salary range for this position is \$61,312 to \$74,499 per annum, as per Band 3 of our Non-Union By-Law. Compensation also includes a comprehensive benefit package and membership in OMERS. Please submit your cover letter and resume prior to **4:00 pm on June 22, 2018** to careers@pecounty.on.ca.

We thank all candidates for their interest, however, only those selected for an interview will be contacted. We are an equal opportunity employer and support applicants with disabilities. Accommodations are available upon request throughout the recruitment process. Please email your request or call (613) 476-2148 ext. 1042.

The personal information being collected will be used in accordance with *The Municipal Act* and *The Municipal Freedom of Information and Protection of Privacy Act* and shall only be used in the selection of a suitable candidate.