



EMPLOYMENT OPPORTUNITY

Grant Coordinator

ABOUT US...

Bridgewater is a thriving town of just under 9,000 people, nestled in the heart of the historic LaHave River Valley on Nova Scotia's South Shore.

Long embracing its reputation as the "Main Street of the South Shore," Bridgewater is the hub and service of Lunenburg County. Located about an hour's drive from the provincial capital in Halifax and less than 20 minutes from some of the best beaches Canada has to offer, Bridgewater possesses the warm, small-town charm so many crave, while offering a variety of services to meet the needs of you or your family and make your day-to-day life easy.

With an extensive parks and trails network, including the 8-kilometre Centennial Trail spanning the town, and state-of-the-art recreation and arts facilities, such as the Lunenburg County Lifestyle Centre, the HB Studios Sports Centre, and DesBrisay Museum, Bridgewater has something for all ages and interests.

ABOUT THE ROLE

Reporting to the Chief Administrative Officer, the Grant Coordinator provides leadership and guidance in identifying, securing, and managing funding opportunities for municipal priorities/initiatives. The Grant Coordinator works closely with other municipal staff to understand municipal priorities and develops relationships with external administrators to facilitate the award and reporting of external funding. The Grant Coordinator also assists in the development and implementation of strategic initiatives and priorities of the Town.

KEY QUALIFICATIONS

- Undergraduate degree in Political Science; Community Development, Business, or a related field
- A minimum of 1-2 years' experience in writing/ researching; OR
- An equivalent combination of education and experience
- Knowledge of MS Office Software
- Strong communication skills, both written and oral
- Strong organizational and time management skills
- Ability to multi-task and meet multiple deadlines.
- Ability to work in a team environment
- Ability to solve problems and work independently
- Understanding of local government and its relationship to the Provincial and Federal Government considered an asset

DETAILS

This is a permanent, full-time position with a salary range of \$50,736 to \$65,534 (35 hours per week). The Town of Bridgewater also offers a comprehensive benefits package.

CONTACT

View the full job description at www.bridgewater.ca

Interested applicants should forward a cover letter and resume in confidence. Applications will be received until the position is filled. Submit application to:

Ashley Chase, Human Resources Officer
employment@mjsb.ca

While we appreciate your interest in working for the Town of Bridgewater, only those candidates selected for an interview will be contacted.

The Town of Bridgewater is committed to offering equal employment opportunities based on qualifications and performance, and free from discrimination because of age, race or ethnic origin, religion, sex, sexual orientation, disability, family status, gender identity, or other protected characteristics, in accordance with the Nova Scotia Human Rights Code. At the Town of Bridgewater, we strive to make our recruitment, assessment, and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities. If you require any accommodations at any point during the application and hiring process, please contact Ashley.Chase@mjsb.ca.