



Grants Coordinator

Town of Yarmouth, Nova Scotia

Welcome to Yarmouth! Yarmouth is the regional centre of southwestern Nova Scotia. Yarmouth is the financial, business, education, and lifestyle centre for the 70,000 people who live in the tri-counties of Yarmouth, Digby and Shelburne. The port of Yarmouth is central to Yarmouth's history and development. With Canada's most lucrative fishing industry, Yarmouth and the Acadian Shores have a culture and economy historically tied to fishing and related industries.

We're located at the southwestern tip of Nova Scotia. New Brunswick is located to the north, separated by the Bay of Fundy. Halifax is just over 300 kilometers away, while Maine, USA is located to the northwest. Yarmouth harbour is an international entry-point. Our ferry terminal is a vital link between our town (often called "the gateway to Nova Scotia") and the United States as Bay Ferries operates "The CAT" ferry between Yarmouth and Bar Harbour, Maine. Our enviable climate is the reason so many visitors become residents. We're known as the Banana Belt of Atlantic Canada due to our mild winters and cool summers.

We've built a reputation for hard-working industry, warm hospitality and a deep sense of our shared history. Our roots in the ocean and the golden age of sail are all around us – from our historic waterfront and Victorian architecture, to our marine industries and world-renowned seafood. Yarmouth has something for everyone, including a thriving cultural scene, emerging digital industry, and strong community ties.

About the Role

Reporting to the Town Engineer, the Grants Coordinator will be responsible for researching, preparing, submitting and managing grant applications to secure funding on behalf of the organization. Developing a thorough knowledge of Provincial, Federal and non-governmental funding programs will be essential. You will lead the development of high-quality applications for funding in collaboration with Managers and Directors of the Town of Yarmouth.

Qualifications

- Bachelor's Degree and/or relevant experience and education
- A strong business aptitude and excellent writing skills
- Strong analytical and critical thinking skills with an ability to quickly learn and organize new and complex technical information
- Exceptional organizational skills

- Ability to work with individuals within various levels of government and funding partners
- Proven experience building relationships with key stakeholders

Join Our Team!

- Permanent full-time (35 hours per week)
- Salary: \$50,000 - \$60,000 (commensurate with experience)
- Optional compressed work week
- Competitive health benefits
- Defined Benefit Pension Plan - Nova Scotia Public Service Superannuation Pension Plan
- Satisfactory proof of vaccination against COVID-19 is required, in accordance with Town policy

For a complete job description please visit townofyarmouth.ca/employment-opportunities/

To apply for this exciting position, please forward a cover letter and resume to jobs@townofyarmouth.ca

We thank all candidates for their interest however, only those selected for an interview will be contacted.