



transition society
shelter, guidance, & hope
for women & children fleeing violence

Student Youth Grant Writing Assistant Pending Approval of Funding from Canada Summer Jobs

Summary of Activities:

In supervision of the Communications and Development Coordinator, the Student Youth Grant Writing Assistant will gain work experience by facilitating the identification of funding opportunities made available to non-profits by the government, as well as private and public foundations in Canada. The youth will maintain Dixon Transition Society's grants calendar and work with the Communications and Development Coordinator to ensure the timely completion of all proposals. The youth will perform other duties as required.

Major Responsibilities:

1. Identifying funding opportunities for non-profits
2. Creating and maintaining a master list of submitted and upcoming grant applications
3. Conducting research to identify relevant statistics and findings to be used in proposals
4. Assisting the Communications and Development Coordinator in developing suitable project ideas and concepts for grants
5. Evaluating proposals in accordance with guidelines, requirements, and check lists
6. Formatting and preparing proposals for final submission
7. Identifying and developing relationships with potential community partners
8. Obtaining letters of support from project collaborators
9. Performing other duties as required

Requirements:

- All youth aged 15 to 30, not just students, can now apply to CSJ-funded jobs
- Aboriginal youth and members of visible minority group are encouraged to apply
- Must be a Canadian citizen, permanent resident or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act
- Legally entitled to work according to relevant provincial legislation and regulations
- Not hold another full-time (30 or more hours) summer job during the placement
- Will be required to provide a Criminal Records Check



transition society
shelter, guidance, & hope
for women & children fleeing violence

QUALIFICATIONS

Education, Training, and Experience:

- Passion for the work we do and working with non-profits
- Experience in grant writing, research, communications, and fundraising

Skills and Abilities:

- Ability to communicate effectively, both verbally and in writing
- Ability to work independently and in a team setting
- Ability to take initiative, organize, prioritize, and meet deadlines
- Ability to pay close attention to detail
- Proficient in Microsoft Office (Outlook, Word, Excel)

Start Date: May 3, 2021 or later

Length of employment: 14 weeks

Hours per week: 35 hours

Worksite: Head Office

Rate of pay: \$15.20/hour (Minimum wage effective June 1st, 2021)

Please send Resume and Cover Letter to Mishaal Kazani, Communications and Development Coordinator, at operations@dixonsociety.ca