



Regional District of Bulkley-Nechako
Job Posting: Proposal Writer
Application Deadline: June 10, 12:00 (noon)

The Regional District of Bulkley-Nechako has an exciting opportunity for a self-driven, dynamic individual to be the Proposal Writer in the Regional Economic Development Department. This is a 28 hour per week, permanent position with a wage range of \$25.47 - 31.42/hr. The Proposal Writer will assist the RDBN and organizations within the region to access funding to support community and economic development projects and initiatives. The successful candidate is an energetic, motivated, team player who has an interest in community and economic development.

Job Responsibilities will include, but not limited to:

- Grant writing and administration for Regional District in-house projects;
- Assistance with identifying funding sources, reviewing proposals, planning projects, and/or writing grant applications for approved community projects administered by non-profit societies, First Nations or municipalities within the Region;
- Promoting grant opportunities and grant writing services; and
- Supporting Not for Profit organizations with capacity building.

Essential Qualifications:

- Self-motivated, organized and creative.
- Excellent oral and written communication skills.
- Ability to deal efficiently and compassionately with the public.
- Thoroughness and persistence in follow up.
- Passion and concern for the region and knowledge and understanding of individual communities.
- Demonstrable experience in developing and writing funding proposals and/or assisting to implement economic development/community projects.

If this sounds like you and you are wanting to have a positive impact in our region, while working in a fast-paced, supportive, team environment, submit a resume with covering letter no later than 12:00 (noon) June 10, 2016, addressed to:

Corrine Swenson, Manager of Regional Economic Development

Subject Line: Resume Proposal Writer

Email: corrine.swenson@rdbn.bc.ca

Mail: PO Box 820, Burns Lake, BC V0J 1E0

Visit rdbn.bc.ca for more information.