



## Project Coordinator/Grant Writer

Full-Time Exempt Term

Competition #18-81

The City of Quesnel is a vibrant community where 10,000 people live within the city limits and another 13,000 live in the surrounding area and call Quesnel home. Quesnel is located in the central interior of British Columbia. If you're moving here from one of the larger centres in the province, you'll be amazed by the affordable housing costs, accessible amenities, and short commutes, we're able to get out and enjoy the nature that surrounds us. From hockey to soccer, downhill skiing to aquafit and trail running, yoga to zumba, or a more rural lifestyle with hunting, fishing to peaceful snowshoeing, there is plenty to keep you and your family as busy as you want to be in Quesnel. Here, we live a well-rounded lifestyle; we don't believe in working hard for a life you can't enjoy. We're friendly and approachable. It's in our nature to welcome you and your family, warmly.

For more information on the City of Quesnel refer to our relocation guide at:  
[https://www.quesnel.ca/sites/default/files/quesnel\\_relocation\\_guide\\_web.pdf](https://www.quesnel.ca/sites/default/files/quesnel_relocation_guide_web.pdf)

The City of Quesnel is looking for a Project Coordinator/Grant Writer to join our Corporate Services team. Under the general direction of the City Manager, this position will work closely with the Economic Development Officer and Forestry Initiatives Manager to provide administrative support for a variety of forestry and council initiatives. One of the positions primary focuses will be on the preparation and reporting of grant proposals. This position requires collaboration, confidentiality, time management, and exceptional research and writing skills. Must have demonstrated experience in professional writing with a strong focus on grant writing and possess a post-secondary diploma in Business Administration or a related discipline; or an equivalent combination of education and experience.

See our website [www.quesnel.ca](http://www.quesnel.ca) for a full job description.

This position is for a 12-month term with a strong potential to roll over into a permanent position by the end of the term with a salary range of \$55,000 to \$65,000, commensurate with education and experience and includes a comprehensive benefit package, Municipal Pension Plan and relocation assistance.

Posting Date: November 26, 2018

Application Deadline: December 10, 2018

### How to apply:

Please send your resume with competition number, in confidence to:

Human Resources Manager

City of Quesnel,

410 Kinchant Street,

Quesnel, BC V2J 7J5

Apply online or Email: [hr@quesnel.ca](mailto:hr@quesnel.ca) (Word or pdf document only please)