

Online Job Posting Template

TITLE: GRANTS & INFORMATION ASSISTANT

DEPARTMENT: ADMINISTRATION

PROGRAM: GRANTS AND INFORMATION

REPORTING TO: DIRECTOR OF GRANTS AND INFORMATION AND /OR INFO MANAGER

HOURS: FULL-TIME, 37.5 HOURS WEEKLY

SCHEDULE: BETWEEN HOURS MONDAY – FRIDAY, 9:00 AM – 5:00 PM

HOURLY WAGE: STARTING AT \$18.50 PER HOUR, DEPENDENT ON QUALIFICATIONS AND EXPERIENCE

ABOUT RAY

Mission: To provide youth with what they need, on their terms, to better their lives.

Vision: RaY's vision is that all youth have the opportunity to live a healthy and secure life; that they are given the chance to develop a belief in themselves through tools, information and programs that build personal capacity in order to be self-sufficient and no longer need RaY's services.

ABOUT THE ROLE

Working within the administrative team, the Grants & Information Assistant will assist with the promotion of efficiency in the areas of data collection, information management and funding acquisition for the agency. The Grants & Information Assistant will provide valuable statistical analysis to funders, the administration team to enhance and promote agency accountability, credibility, and impact. RaY is a fast-paced environment which depends on reliable, open-minded, flexible and team-oriented individuals *to provide youth with what they need, on their terms, to better their lives.*

EDUCATION AND EXPERIENCE:

- Experience working within the not-for-profit sector preferred
- Minimum of 1-2 years of experience working in an Information role
- Experience in data collection and review
- Experience in proposal or grant writing
- Post-secondary education in a business or social service related field or equivalent combination of education and/or work experience

SKILLS AND ABILITIES

REQUIRED ASSETS:

- Ability to synthesize and interpret data to determine progress towards target outcomes
- A strong level of understanding of the issues in the following subject areas:
 - Homeless youth and surrounding issues
 - Harm reduction
 - Population health

- Community development and economic development
- Program development
- Creative problem solving and strong advocacy skills
- Responsible, organized, and detail oriented
- Excellent interpersonal, communication and written skills
- Ability to function independently while also working as part of a frontline team
- Ability to multitask and prioritize in a fast-paced environment with minimal supervision
- Proficiency in MS Office, Google Products and general comfort with technology

DESIRED ASSETS:

- Experience with program planning and program evaluation

KEY RESPONSIBILITIES

The responsibilities of the Grants and Information Assistant include, but are not limited to the following:

INFORMATION MANAGEMENT

- Provide support to RaY staff team in the area of statistical analysis, working with the Director of Grants and Information and/or Information Lead
- Aid in data gathering, collection and reporting
- Extract and analyze data and reports for the purposes of grant writing
- Collect and amalgamate information to assist with the creation of process and procedure manuals

FUND DEVELOPMENT

- Research foundation, corporate, and government funding sources
- Prepare grant applications under oversight from the Director of Grants and Information and in collaboration with the Information Lead
- Identify potential funding gaps and seek funding opportunities to fill them
- Apply for agency awards

REPORTING

- Work with Information Lead to compile reports and communication materials using data from RaY's information management and collection tools
- Assist with program reporting to funders and partners on monthly, quarterly, annual basis
- Help ensure compliance between program implementation and original intention of grant proposals
- Review contracts and service purchase agreements

5. COMMUNICATIONS

- Work with the Communications and Public Relations Coordinator to develop key messaging, and emergent information related to RaY's target population
- Prepare high quality agency information materials for multiple audiences
- Assist the administrative team with filing, organizing and other tasks when needed

Perform other tasks as assigned

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Physical demands: sitting, walking, some lifting up to 20 lbs
- Work environment: an environment of high-stress and fast-paced crisis intervention. Will be largely in the office but may require home visits and transportation of participants within city limits.

RaY is committed to representing diversity among our staff and volunteers. Indigenous peoples, visible minorities, persons with disabilities, persons of minority sexual orientations and gender identities are encouraged to apply and self-identify.

Please email your resume and cover letter detailing the position title in the subject line and email your attachments to employment@rayinc.ca with attention to Employment at RaY. No phone calls please.