

Grant Writer

This volunteer position involves:

- Research and document funding opportunities with submission due dates
- Grant writing and foundation applications
- Initiation and follow-up

Time commitment:

4-8 hrs/week between Monday and Friday, 9am – 5pm, with a 3-6 month commitment

Additional screening required:

- *None*

Training:

Orientation provided

Qualifications/experience necessary:

- Able to use Internet Explorer and Google to research corporate or government web sites
- Knowledge of Microsoft Office (Word, Excel, PowerPoint and Outlook)
- Excellent creative and organizational skills
- Business writing and communication skills

Locations:

Burlington office

Additional questions regarding this position? Contact:

Karen Robertson Paget (Coordinator at Volunteer Services)

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