



## **Job Posting**

### **Grants Liaison**

37.5 hours per week

Edmonton Community Adult Learning Association (ECALA) is a granting council which provides funding and support to non-profit organizations that offer non-credit, part-time adult foundational learning and literacy initiatives. ECALA promotes the value of lifelong and adult foundational learning and literacy through our vision. “Everyone can learn.”

**Do you believe in the benefits of life-long learning for adults?**  
**Would you like to fund programs that make a difference for adult foundational learners?**  
**Do you have experience in writing and administering grants?**

The Grants Liaison position will report to the Executive Director and visit funded organizations, assist organizations with proposal concepts and coordinate the ECALA proposal reviews. The Grants Liaison will also participate in communication activities, networking and training with funded agencies, government staff, and other stakeholders within the mandate of Alberta Advanced Education Community Adult Learning Program (CALP) Grant.

#### Key Responsibilities:

- Build, and maintain positive relationships with ECALA member organizations, practitioners, and key stakeholders in the adult foundational learning and literacy community to ensure programs meet learner needs, and adhere to CALP and ECALA Grant Guidelines;
- Coordinate the annual granting process (including forms, guidelines), assist applicant organizations, recruit proposal reviewers and review funded organization reporting;
- Support the grant administration and reporting process including quantitative and qualitative data analysis related to the CALP and ECALA Grant Guidelines;
- Visit and report on funded programs on an annual basis or when requested;
- Ensure funded program information is complete and up-to-date on the ECALA database including proposal information, organization allocations, correspondence, measurement and evaluation information, program visits and agency history
- Assist the Executive Director in monthly and annual reports to Board, funded organizations and Alberta Advanced Education;
- Assist ECALA staff in meeting deadlines for various tasks and projects as required
- Support the Executive Director with correspondence and record-keeping of a confidential nature;
- Work collaboratively with the ECALA funded programs and stakeholders;
- Attend ECALA funded programs, training and stakeholder meetings when requested
- Perform responsibilities and duties within ECALA Bylaws, Policies, Guidelines, and Strategic Directions;
- Lead or coordinate special projects and other related duties as assigned by the Executive Director;



### Required Knowledge, Skills, and Abilities:

- Strong proficiency with Microsoft Office applications (Outlook, Word, Excel, PowerPoint, Publisher, Access)
- Experience in providing training on funding guidelines and proposal writing
- Experience in data entry, form creation and “sense-making” of large amounts of data
- Experience in financial tracking, financial reporting and data analysis
- Ability to work well in a self-directed manner as well as part of a small team
- Excellent interpersonal and intercultural communication skills
- Excellent organization, time management, and general administration skills
- Excellent grant writing skills with the ability to synthesize information and prepare clear reports
- Ability and desire to support a positive and healthy work environment through a strong work-ethic and through open, honest communication with ECALA staff, funded organizations and stakeholders

### Required Education and Experience:

- Diploma or course work in related field, such as administration, business, computers, communications, office management and/or non-profit administration (an equivalent combination of education and related experience will be considered)
- Preference will be given to candidates with experience coordinating granting process and experience in funding Indigenous Learning programs;
- Class 5 Driver’s License and reliable vehicle

### Compensation

- Salary range will commensurate with experience, education, and other similar non-profit organizations
- Wellness Plan available after three-month probationary period, in addition to RRSP contributions after one year of employment

**Deadline to apply:** **Friday, March 29, 2019** or until a suitable candidate is found

**To apply, forward resume and cover letter with salary expectations by email to:**  
[ed@ecala.org](mailto:ed@ecala.org)

**Please include “Grant Liaison” in the subject line**

*Only candidates selected for an interview will be contacted*