



Job Posting

Grant Liaison

14 hours per week (Part-time)

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 provides funding and support based on the mandate of Alberta Advanced Education Community Adult Learning Program (CALP) Grant.

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 support programs that make a difference for adult foundational learners?

Do you have experience in writing and administering grants?

The Grants Liaison part-time position will report to the Executive Director **and share** the key responsibilities with one other part-time Grant Liaison. Both staff are required to visit funded courses, administration and tracking of Grant Recipient proposals, grant conditions and reports. The Grants Liaisons will also support ECALA communication activities, coaching and mentoring, and professional development.

Key Responsibilities:

- Build, and maintain positive relationships while working collaboratively with ECALA Grant Recipients, and key stakeholders in the adult foundational learning and literacy community to ensure courses meet learner needs, and adhere to CALP and ECALA Grant Guidelines;
- Coordination and administration of the annual granting process (including forms, guidelines), assist applicant agencies, recruit proposal reviewers and review and process Grant Recipient reporting;
- Coordination and administration of Grant Recipient quantitative and qualitative data collection, analysis and co-facilitate professional development;
- Ensure funded course information is complete and up-to-date in the ECALA database including proposal information, organization allocations, correspondence, measurement and evaluation information, course visits and agency history;
- Visit and report on funded courses on an annual basis or when requested;
- Assist the Executive Director in monthly and annual reports to Board, Grant Recipients and Alberta Advanced Education;
- Assist ECALA staff and partners in CALP system and operational projects as required;
- Attend ECALA training and stakeholder meetings when requested;
- Lead or coordinate professional development, special projects and other related duties as assigned by the Executive Director;
- Perform responsibilities and duties within ECALA Bylaws, Policies, Guidelines, and Strategic Directions;



Required Knowledge, Skills, and Abilities:

- Strong proficiency with Microsoft Office 365 and SharePoint
- Excellent grant writing skills with the ability to synthesize information and prepare clear reports
- Experience in designing and delivering professional development for adult educators
- Experience in data entry, form creation and data analysis
- Experience in financial tracking, financial reporting and analysis
- Experience and knowledge of Indigenous Ways of Knowing and Being related to adult learning
- 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
- Ability and desire to support a positive and healthy work environment

Required Education and Experience:

- Degree, Diploma or course work in related field, such as business, education, adult education, English Language Learning, or an equivalent combination of education and related experience will be considered;

Other Requirements:

- Preference will be given to candidates with experience facilitating adult English Language Learning or literacy groups or working vulnerable adults;
- Class 5 Driver's License and reliable vehicle;

Compensation

- Salary 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, October 23, 2020](#) or until a suitable candidate is found.

To apply, forward resume and cover letter with salary expectations by email to:
ed@ecala.org

Please include “Grant Liaison” in the subject line

Only candidates selected for an interview will be contacted