



Grant Writer Job Description Canada Summer Jobs Program, 2019

The Grant Writer is responsible for working towards Zero Ceiling's mission to end youth homelessness. They carry out Development activities including grant writing, communications and fundraising events that help us move towards our goals.

To apply, please email your resume and a cover letter to info@zeroceiling.org.

Role Description

The Grant Writer is responsible for several activities, including:

- **Grant Writing (12 hours/week)**
 - Researching grant opportunities related to youth homelessness and supportive housing
 - Writing compelling grant applications that clearly communicate the mission, goals and approach of Zero Ceiling
 - Writing grant reports and thank you letters that build relationships with our supporters
 - **Communications (10 hours/week)**
 - Writing and publishing engaging blog content related to our programs, youth homelessness and the Whistler community
 - Writing and publishing the Zero Ceiling bi-monthly newsletter and other email campaigns
 - Communicating impactful messages and building community through social media
 - Using SEO strategies in online content to further our online reach
 - Making minor updates to website content using Wordpress
 - **Fundraising Events (4 hours/week)**
 - Assisting with our flagship fundraising event the Whitewater Rodeo on June 18. This includes preparing materials, communicating with attendees, attending planning meetings, promoting the event, and helping deliver the event
 - Attending fundraising committee meetings, taking minutes, and communicating with fundraising committee volunteers
 - Assisting with other fundraising events if/when they arise
 - **Administration (4 hours/week)**
 - Assisting with administration tasks around the office including maintaining databases, filing documents, organizing in-kind donations
 - **Other ad hoc duties as they arise**
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Role Requirements

The Grant Writer will be an excellent communicator who is able to tell compelling stories and further our mission to end youth homelessness. Relevant skills and experience include:

- Education or work experience related to Communications and/or Grant Writing
- Strong understanding of effective communication strategies in grant applications, online, and on social media
- Excellent written and verbal communication skills

- Excellent attention to detail
- Excellent IT skills and understanding of, or ability to quickly learn how to use online tools including WordPress, MailChimp, customer databases and social media
- Passion for and understanding of the non-profit sector
- Ability to work independently
- Ability to collaborate effectively within a small, dynamic team

You will be working closely with Lizi McLoughlin (Program and Development Officer) and Chris Wrightson (Co-Executive Director) and the rest of the Zero Ceiling team. Regular and open communication is part of our culture, and it is expected that we will work closely together to move towards our goals.

Position Details and Remunerations

This is a full-time position (30 hours per week) for a fixed term, starting Monday May 6, 2019 and terminating Friday August 30, 2019.

Remuneration will be \$18 per hour.

Any job offer made is conditional on confirmed funding through the Canada Summer Jobs program.

About Zero Ceiling

Zero Ceiling has been reducing youth homelessness in Vancouver and the Sea to Sky corridor since 1997. Based in Whistler, we offer life-changing programs for young people experiencing or at risk of homelessness and remove barriers to outdoor adventure. We combine best-practice in preventing youth homelessness with the unique power of our mountain environment to create transformative programs that effectively reduce youth homelessness. We offer two unique programs for young people aged 16-24 who are experiencing or at risk of homelessness:

Our 12-month Work 2 Live program offers supportive housing, employment, support and adventure that empowers young people to build healthy, autonomous lives. We work with eight young people aged 19-24 every year in this comprehensive program that enables participants to work towards personal goals, build supportive relationships and improve their physical and mental wellbeing.

Our Adventure Sessions day camp removes barriers to outdoor adventure for young people who would otherwise never have the chance to experience the power of the mountains. We offer snowboarding, skiing, mountain biking and ziplining adventures to young people aged 16-24 who are at risk of homelessness, completely free of charge.

For more information about Zero Ceiling, visit www.zeroceiling.org
To apply, email your resume and a cover letter to info@zeroceiling.org
Application deadline is April 7, 2019.