



PEACE RIVER
REGIONAL DISTRICT

Join the PRRD Team!

Come work with the Peace River Regional District team in the mighty Peace Region of northeastern BC – world renowned for our friendly people, spectacular outdoor recreation and linkages to the Yukon and Alaska.

The Peace River Regional District includes four electoral areas and seven member municipalities, with a total population of approximately 60,000, covering a vast 120,000 square kilometer area.

Posting Date

October 16, 2024

Application Deadline

October 30, 2024 at 4:00 pm

Application Information

Visit prrd.bc.ca/employment to view the **job description** for a full list of qualifications and to find out the status of this posting and other employment opportunities with the PRRD.

Apply in confidence by providing a cover letter noting the position being applied for, a resume, and three supervisory references to:

Peace River Regional District

Human Resources

hrprrd@prrd.bc.ca

P. 250-784-3235



GRANTS COORDINATOR

Full time, Permanent Position

Position Overview

The Peace River Regional District (PRRD) invites applications for Grants Coordinator in the Dawson Creek Office.

Reporting to the Chief Financial Officer, this position processes the Peace River Regional District's grant management programs internally and externally. Responsibilities include:

- Liaise with a variety of stakeholders to promote PRRD grant functions.
- Facilitate the administration of the Regional District Grants-in-Aid program, including vetting applications, communicating with internal/external stakeholders, and assisting with financial procedures.
- Maintain and update a grant management database system.
- Ensure grant applications are approved through appropriate channels

Qualifications

The ideal candidate will have a Diploma or certificate in community development, finance, or related discipline or an equivalent combination of education, training, and experience. Knowledge of grant application and award processes including experience in interpreting standards and qualification criteria of government funding programs.

Additional Information

The hours of work are Monday to Friday, from 8:30 am – 4:30 pm, with one hour for lunch. The after-probation rate of pay is \$38.71/hr, plus benefits.

We thank all candidates for their interest, however, only those selected for interviews will be contacted.

www.prrd.bc.ca



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diverse. vast. abundant.