

YORK UNIVERSITY
Jos Posting

Position Title: Grant Writer

Department: The City Institute at York University (CITY)

Term of Employment: Contract — As soon as possible to February 15, 2016

Band Level / Rate of Pay: \$17.41/hour

Hours of Work: 9:00 am to 4:00 pm, 12 hours per week, 2 days per week

Reports to: Anna Gordon, HR Business Partner, Office of the Vice President Research and Innovation

*Please send resume and cover letter to Anna Gordon (gordonan@yorku.ca) by 4:30 pm on Thursday August 4, 2016.

Job Purpose:

The Grant Writer will be responsible for providing grant writing support to the City Institute at York University (CITY) and CITY's research projects. The Grant Writer will assist in the preparation and submission of a large scale (+\$1 million) application: a Partnership grant to the Social Sciences and Humanities Research Council of Canada.

Established in 2006, the City Institute brings together the university's urban scholars conducting both applied and theoretical research across a broad range of fields and throughout each of its Faculties. For information about CITY, see www.yorku.ca/city.

Job Duties:

Coordinating the Grant Application Process

1. Coordination of stakeholders and financial information for applications - 50%

Under the guidance of the Director or PI, helps prepare research project proposals. Tasks include: compiling researcher CVs, reviewing granting agency guidelines, corresponding with researchers, partner organizations and granting agencies, preparing bibliographies, copy-editing applications and inputting information into the online application forms.

Preparation of grant budgets is also required including pricing out items such as travel, workshops/conferences/seminars, staff/postdoctoral fellow and student support, equipment, publications etc. The Grant Writer will need to make sure all budget items are eligible according to the granting agencies' guidelines and will need to compile smaller research site/sub-project budgets into the overall project budget.

2. Assistance in Research and Writing of Grant Applications - 25%

Assists Director or PI compiling literature required to prepare grant applications including the retrieval of information from academic, government, popular media and other sources (e.g. UN Habitat, World Bank) and the analysis of documents to be used in the theoretical background for

grant applications. Incumbent will also write specific application sections such as: methodology, proposal summary, dissemination plan and monitoring/evaluation etc.

3. Event and Meeting Preparation - 20%

Organizes meetings and workshops in conjunction with the City Institute that foster collaboration of team members working on grant applications. Ensures appropriate arrangements are made with respect to room bookings, audio visual equipment, travel, catering, restaurant reservations etc. Takes notes and prepares/distributes minutes from workshops and meetings.

4. Other Tasks - 5%

Perform other related duties as assigned by Director or PI.

Job Qualification and Related Skill Requirements

a. Educational Requirements:

University undergraduate degree preferred in relevant discipline including environmental studies, geography, women's studies, urban studies or development studies or commensurate experience required.

b. Experience Requirements:

Experience working on women's issues in the global south is required (in an academic, government or non-profit environment). Preference will be given to candidates who have spent time working in the global south. Minimum of 2-3 years of recent related experience required.

c. Skills Required:

Demonstrated experience preparing grant applications and project budgets. Excellent writing skills; exact attention to detail for writing and understanding appropriate interpretation of research grants. Strong communication, research and analytical skills. Effective interpersonal skills, including the capacity to work effectively with faculty members and external stakeholders. Tact and diplomacy. Ability to work independently as well as in a team environment.

Capacity to exercise sound judgment and discretion, and maintain confidentiality. Strong planning, coordination and organizational skills. Attention to detail. Proven capacity to take initiative and be proactive. Problem solving skills. Demonstrated ability to meet deadlines.

Demonstrated computer skills in: Intermediate levels in Microsoft Word and Microsoft Excel. Skill in performing internet and academic literature searches effectively and thoroughly. Ability to navigate complex electronic application forms.