



PoCo Heritage Museum and Archives
Operated by The Port Coquitlam Heritage and Cultural Society

Position: Volunteer Grant Writer

The Port Coquitlam Heritage and Cultural Society is a volunteer driven non-profit organization that operates Port Coquitlam's only museum and archives and is dedicated to celebrating and preserving Port Coquitlam's diverse heritage and culture.

We are seeking a Grant Writer to help with our fundraising efforts by researching grant opportunities and drafting applications.

Working under the direction of the Society's Museum Coordinator and the Grant Committee, the Grant Writer will:

- Familiarize themselves with our organization's Strategic Plan Priorities, and ongoing and future projects
- Research grant and funding opportunities that align with our Strategic Plan and projects goals
- Research grant application requirements and present a summary to the Chair of the Grant Committee monthly
- Draft grant and funding application packages

Time Commitment:

- An average of 20 Hours per month for a year-long commitment
- Will be required to attend our monthly Grant Committee meeting, currently scheduled for the first Friday of the month at 10:00 am

Qualifications:

- Excellent English oral and written communication skills
- Works well under time constraints and able to consistently meet deadlines
- Outstanding research and organizational skills, and attention to detail
- High level of computer literacy including spreadsheets, databases, and word processing (Microsoft Office)
- Able to work independently and in a collaborative environment
- Familiarity with non-profit sector funding sources
- Specific knowledge of heritage and museum funding opportunities would be considered a very valuable asset
- Knowledge of, and experience with building sponsorship packages an added asset



Benefits:

- Be part of a social, appreciative environment where you can get immersed in community focused heritage and culture
- A place to share your talents, knowledge, stories, and experiences
- The opportunity to develop or enhance valuable career focused skills and network building
- The chance to receive ongoing career-focused support and feedback
- Reference letter upon request

Application Deadline: September 3, 2018

Please submit a cover letter and resume to:

Kelly Brown, Museum Coordinator
info@pocoheritage.org
Subject: Volunteer Position – Grant Writer

Interviews will be scheduled between September 7th and 15th, and the position will begin the week of September 17th.