



**Job Posting 1: Summer Student Position – Grant Writing & Project Coordination**

**Position Type:** Temporary – 12 Weeks

**Hours:** 30 hours/week

**Wage:** \$17.85/hour

**Start Date:** June 2, 2025

**End Date:** August 22, 2025

**Location:** South Vancouver Family Place

**Funding:** HRDC Summer Student Grant

South Vancouver Family Place is seeking an enthusiastic and motivated student to join our team for a 12-week summer position focused on **grant writing and project coordination**. This is a great opportunity for a student looking to gain valuable non-profit sector experience, especially in **fund-development, research, and communication**.

**Key Responsibilities:**

- Research and identify relevant grant opportunities for our programs and initiatives
- Draft and prepare grant applications and proposals
- Assist in developing a strategic grants calendar and tracking system
- Work collaboratively with the Executive Director to assess project funding needs
- Support the coordination of special projects related to funding and development

**Skills & Qualifications:**

- Strong writing and research skills
- Excellent organizational and time management abilities
- Clear and professional communication skills
- Interest in the non-profit or social services sector
- Ability to work independently and take initiative
- **Currently in post-secondary education is an asset** (or plans to return to post-secondary education in the fall, as required by HRDC Summer Student Grant eligibility)

**Supervision & Support:**

You will be directly supervised by the **Executive Director**, who will provide regular mentorship, feedback, and support throughout your term.

**How to Apply:**

***Only Canadian Citizens and Landed Immigrant Status can apply for this position.***

Please send your **resume and a brief cover letter** outlining your interest and qualifications to **ed@svfp.org** or in person at 7710 Nanaimo Street, Vancouver BC by **May 16<sup>th</sup>, 2025**.

*We encourage applications from individuals who reflect the diversity of our community.*