

# Grant Coordinator Job Description

The Salmon Arm Folk Music Society (SAFMS) is a non-profit charitable organisation that presents the annual ROOTSandBLUES festival, a concert series, and participation in local community outreach activities.

Taking place in the beautiful Shuswap Lake in the unceded traditional territory of the Secwepemc peoples in the Interior of BC, the festival has been a cultural presence in the community for over three decades. The SAFMS's mission is to present excellent world class, culturally diverse music and artistic experiences to enrich and build community.

## THE POSITION:

We are seeking an energetic, motivated, and highly organised person to fill the part-time Grant Coordinator position to facilitate and administer our vision, mission, and values.

Reporting to the Executive Director, the successful candidate's duties include but are not limited to office administrative, box office, camping, and vendor activities.

## DESCRIPTION:

This position is for those who are willing to do everything with grace and enthusiasm, and who are wanting to see what the inside of festivals is all about. The volunteer support team is made up of people willing to give it their all and reveal the amazing atmosphere that is ROOTSandBLUES and on all Salmon Arm Folk Music Society programming activities. The VC will provide leadership opportunities, teamwork training, build volunteer camaraderie, support event planning, and develop a supportive work environment for the volunteers to thrive. Time is split between organising volunteers and coordinating SAFMS grants.

## KEY RESPONSIBILITIES:

- Research grant opportunities.
- Coordinate timely application submissions and reporting..
- Manage grant related information in a master spreadsheet.
- Cultivate a positive working relationship with grant providers.

## QUALIFICATIONS:

- Valid BC drivers licence and access to a vehicle.
- Criminal record check.
- Minimum 3 years of relevant volunteer and event management experience.
- Outstanding written and verbal communications skills, interpersonal relationship management, and conflict resolution.
- Grant writing experience.
- Comfortable using MS Word, Excel and PowerPoint.
- First Aid certification.
- Experience in site/venue infrastructure and operations, parking management, health & safety planning, event logistics, and/or production management is an asset.
- Excellent organisational and time management skills.
- An entrepreneurial approach to working, with an independent and highly motivated work ethic.

- Demonstrated ability to work with a variety of stakeholders.
- Commitment to equity, diversity, inclusion and accessibility.
- Team oriented and collaborative.
- Work variable work hours in accordance with the event schedule.
- Commitment to the company's goals and values.

#### How to Apply:

Salmon Arm Folk Music Society is an equal-opportunity employer and committed to fair and accessible employment practices. We are committed to building and maintaining an inclusive work environment that reflects the diversity of the public we serve.

We thank all applicants for their interest; however, only those being considered for interviews will be contacted by the Salmon Arm Folk Music Society.

Please apply by email with your cover letter and resume by no later than March 27, 2023. Send to: [hr@rootsandblues.ca](mailto:hr@rootsandblues.ca)

#### Remuneration:

Part-time position. \$20 to \$25 per hour based on experience. The SAFMS is open to a % based compensation agreement in lieu of an hourly range

Contact Name: Human Resource, [hr@rootsandblues.ca](mailto:hr@rootsandblues.ca)