



## CAREER OPPORTUNITY

<b>POSITION:</b>	Coordinator of Grant Applications
<b>LOCATION:</b>	CAO's Office
<b>EMPLOYMENT STATUS:</b>	Temporary Full-time (Approximately 2 years)
<b>REPORTING TO:</b>	Manager of Strategic Initiatives & Intergovernmental Relations
<b>UNION AFFILIATION:</b>	Non-Union
<b>HOURS OF WORK:</b>	35/Week
<b>WAGE RATE:</b>	\$40.01hr-\$50.01/hr (\$72,818.20-\$91,018.20/Annually)
<b>VACANCY REASON:</b>	New Position

### WHAT WE OFFER:

- Option of enrollment in OMERS defined benefit pension plan
- Employee and Family Assistance Plan available
- Health Care Spending Account effective immediately
- Flexible work arrangements, including hybrid work

### POSITION SUMMARY:

Responsible for coordinating an effective and efficient grant application process throughout the organization, including monitoring opportunities, tracking submissions, and reporting.

### QUALIFICATIONS:

- Post-secondary education in English, Communications, Public Administration, or related field.
- Progressive experience writing, researching and creating grant applications. Experience within a municipal setting is an asset.
- An equivalent combination of education and experience may be considered.
- Demonstrated ability to identify and collaborate with internal and external partners to prepare grant applications.
- Knowledge of relevant trends and best practices, legislation and regulations, as they relate to this position.

Resumes will only be accepted electronically via e-mail at: [hr@oxfordcounty.ca](mailto:hr@oxfordcounty.ca)  
Please include the competition number and position title in the subject line of your email.

**POSTING DATE: Thursday, April 30<sup>th</sup>, 2026**

**CLOSING DATE: Thursday, May 14<sup>th</sup>, 2026, by 4pm**

*Oxford County is committed to fostering diversity, equity, and inclusion throughout the Corporation. Oxford County promotes representational and employment equity to represent and serve our communities well. Oxford County is an equal opportunity employer and welcomes applications from all qualified individuals, including women, racialized persons, Indigenous people, persons with disabilities, and other equity-seeking groups. Studies have shown that women and minorities are less likely to apply for posted vacancies unless they meet every single qualification. Oxford County is dedicated to building a diverse and inclusive workplace and encourages you to apply if you're excited about this role. You may be the right candidate even if your past experience doesn't align perfectly with every qualification in the job description. Oxford County is committed to fostering an accessible and equitable recruitment process for all applicants. The County will attempt to provide reasonable accommodations to ensure the applicant's full participation if requested. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, resumes are only accepted in response to*

*advertised vacancies and will be used for the purposes of determining eligibility for employment only. We appreciate all resumes, but only those selected for interviews will be contacted. If you require any document in an accessible format, contact us via email, in person, by telephone, or in writing using the contact information above. Please note, this position is eligible for our Flexible Work Arrangement program, including hybrid work.*