



## **POSITION TITLE: Proposal Writer**

## **TERM: Part Time, Permanent**

## **SUPERVISOR: Director of Research & Policy Development**

Secwepemc Child and Family Services Agency (SCFSA) is a progressive and culturally focused agency supporting family safety that endeavors to provide outstanding practice to First Nations families residing in the communities of the seven-member bands; Adams Lake, Bonaparte, Neskonlith, Simpcw, Skeetchestn, Tk'emlúps te Secwépemc, and Whispering Pines/Clinton and who reside in Kamloops.

Striving to provide exceptional family healing services through prevention-based practice, SCFSA incorporates a Signs of Safety® framework as an innovative, strengths-based, and safety-organized approach to child protection casework.



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### **Job Summary**

The Secwépemc Child and Family Services Agency (SCFSA) part-time, permanent Proposal Writer assists the Research and Policy Development team with the preparation of grant applications to support the work of SCFSA. The Proposal Writer will be responsible for researching grant opportunities, developing compelling proposals, managing the submission process and providing administrative support for projects associated with proposals. This role requires a strategic thinker with exceptional writing skills who can effectively communicate the Agency's mission, vision and values to potential funders.

### **Qualifications**

#### **Education and Experience**

- A university degree or diploma in English, Communications, or First Nations Studies supplemented by at least 1 - 2 years' experience in grant writing, fundraising, or development, ideally in the nonprofit sector.
- An acceptable combination of equivalent education, training, or experience in related fields may be acceptable.
- The successful candidate will have a successful track record of securing grants from a variety of funding sources, including foundations, corporations, and government agencies.
- Experience working with First Nations communities is an asset.

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#### **Main Office:**

153 Kootenay Way, Kamloops, BC V2H 0E6  
Ph: 250-314-9669 Fax: 250-314-9609



## **Skills and Abilities**

- Excellent writing, editing, verbal communication skills and experience in writing compelling stories and compositions.
- A strong track record as a successful grant writer, who thrives on managing a variety of initiatives.
- Excellent research and reporting skills.
- Must have strong administrative and organizational skills.
- Sincere commitment to work collaboratively with all groups, including staff and communities.
- Passionate, able to work independently to support new initiatives.
- Has an understanding of not-for-profit organizations.
- Ability to manage one's own workload effectively, efficiently, and independently, achieving results within acceptable time frames.
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point) and Adobe Acrobat.
- Recognizes and respects all cultural diversity and has knowledge of Secwepemc Culture.

## **Working Conditions**

- May be required to work some non-standard hours.
- Receives regular supervision and direction of the work performed.
- Potential for violence in the workplace.

## **Conditions of Employment**

- Must be able to obtain and maintain a Criminal Records Check.
- Must be able to obtain and maintain a valid BC Driver's License.

## **Directly Supervises**

- None

## **Pay Grade**

- Starting wage is \$35.1121

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An eligibility list may be created.

## **SUBMIT COVER LETTER and RESUME**

**Human Resources Department**

[hr@secwepemcfamilies.org](mailto:hr@secwepemcfamilies.org)

Posted until December 20, 2024 at 12pm.

Note: only screened in applicants will be contacted. As per Section 41(1) of the BC Human Rights Code, preference may be given to qualified applicants of First Nations ancestry. Preference may also be given to applicants who can demonstrate knowledge and/or experience with Secwepemc language, culture, history, and customs.

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