



Grant Programs Coordinator

The Alberta Professional Outfitters Society (APOS) is seeking a full-time Grant Programs Coordinator working out of our office in Stony Plain, Alberta. Reporting to the Managing Director, the Grant Programs Coordinator will support with the delivery of stewardship and community programs including the Minister's Special Licence Auction, Wildlife Management Fund, Community Investment Fund, Careers in Conservation Scholarship, and Exploring Alberta's Wildlife Classroom Package. More information on these programs is available on apos.ab.ca.

Responsibilities

Minister's Special Licence Auction (MSLA)

- Managing the annual intake of MSLA grant applications;
- Responding to grant inquiries from prospective applicants and handling ongoing communications with current MSLA recipients;
- Liaising with stakeholder adjudicators and coordinating Adjudication Committee meetings;
- Securing funding agreements with successful applicants, and managing payment and reporting schedules; and
- Supporting other staff and contractors with public relations relative to the MSLA, including helping with website content, public reporting, project features, social media content, etc. and coordinating meetings/events of the MSLA Stakeholder Advisory Committee.

Wildlife Management Fund (WMF)

- Coordinating intake of WMF Expressions of Interest and grant applications;
- Fielding inquiries from prospective applicants about the WMF;
- Coordinating WMF Committee adjudication meetings;
- Assisting and supporting with components of the planning, delivery and communications for various Society-led WMF initiatives;
- Supporting other staff and contractors in the preparation of content for presentations, newsletters/magazines, the website, social media, etc. to build public awareness of the WMF and projects underway.

The Grant Programs Coordinator will also facilitate application intake and review under the Community Investment Fund and Careers in Conservation Scholarship, and manage distribution of teacher kits for Exploring Alberta's Wildlife Classroom Package.

Skills

The successful candidate will have:

- Strong verbal communication skills, and the ability to build and maintain relationships with diverse stakeholders;
- Excellent written communication skills, with experience in business writing;
- Proficiency in Microsoft Office programs, particularly Word and Excel; and

- An ability to manage competing priorities and deadlines.

Education & Experience

The ideal candidate will have an undergraduate degree in a related field, and 3-5 years of experience related to grants, program management, or communications. Familiarity with and appreciation of the role that hunting and outfitting play in conservation is an asset.

How to Apply

Resumes without cover letters will not be considered. Cover letters must be customized to this role, detailing how the candidate's skills and experience relate to the position. No in-person applications, please. Applications should be submitted to jobs@apos.ab.ca, addressed to Jeana Schuurman, Managing Director. The application deadline is February 23, 2025.