



GARDEN RIVER FIRST NATION



Employment Opportunity

Position: PROPOSAL WRITER – INTERNSHIP
Duration: ONE (1) YEAR CONTRACT – PENDING FUNDING
Starting Wage: BASED ON GRFN PAY SCALE
Reports to: MANAGER, ECONOMIC RESOURCE & COMMUNITY DEVELOPMENT (ERCD)
Garden River Members encouraged to apply

Overview:

Reporting to the Manager, Economic Resource & Community Development, the Proposal Writer Intern is responsible for identifying potential sources of funding to support current or new programs and services provided through Garden River First Nation, and to initiate contact and prepare proposals to identified funders, including the preparation of proposals for all departments. The Proposal Writer Internship is an excellent opportunity for candidates who are interested in gaining experience in the business development setting; which would be a revenue leading source financially for the benefits of Garden River First Nation promoting sustainability, creativity to ensure a viable First Nation community focused on building/enhancing capacity. This internship focuses on proposal-writing and fundraising through government agencies and primary stakeholders and teaches interns how a First Nation raises revenue to support its mission.

Duties/Responsibilities:

Management of Proposal Process:

- Daily research various sources (provincial, national, key stakeholders) for project opportunities for Garden River First Nation and related departments;
- Work with Management to help prepare proposal applications and reports, including editing and proofreading proposal narratives, reviewing budgets, and compiling other components of an application;
- Maintain a database system (electronic and paper-based) for proposal process including RFP's, proposal submissions and presentations;
- Ensure registration on all relevant online databases and maintenance of up-to-date information on the departments;
- Follow up on unsuccessful proposals to develop recommendations for improving success rate;
- Assist in special projects for Business Development and Marketing;

Proposal Writing:

- Analyze and understand the requirements of Request for Proposals (RFP's) and other solicitation documents;
- Plan and develop unsolicited proposals and responses to RFP's including researching, writing, editing and design of final product;
- Collaborate with departments and management personnel, developing and writing technical and management content for responses which are compliant with the proposal request;
- Edit and proofread proposal and other related materials to ensure accuracy, clarity, readability, consistency with the Garden River First Nation guidelines and standards;
- Format documents to meet Garden River First Nations guidelines and standards;

Qualifications/Requirements:

- University or college graduate who has graduated within the last three years from an accredited college or university.
- Knowledge and understanding of various methods of revenue generation for First Nation organizations;
- Experience editing professional and business writing;
- High level of proficiency in MS Office applications and exceptional writing and editing skills;
- Strong organizational skills that demonstrate a high level of accuracy and attention to detail;
- Ability to work collegially under strict deadline pressure and handle multiple work assignments;
- Ability to learn quickly, demonstrate critical thinking and make situation-appropriate decisions using sound judgement;
- Outstanding interpersonal and communication skills;
- Knowledge of First Nation cultures and lifestyles;

Interested applicants can email or drop off their resume and cover letter by **Wednesday, March 11th, 2020**.

Please address the envelope **"PROPOSAL WRITER – INTERNSHIP 2020-16"** and submit to:

**Human Resources Department
 Garden River First Nation,
 7 Shingwauk Street,
 Garden River, ON
 P6A 6Z8**

Email: employment@gardenriver.org

Paul Calic, Human Resources Manager

Date Posted: Wednesday, February 26th, 2020

THIS OPPORTUNITY IS
 PROUDLY SUPPORTED BY:



We would like to thank all applicants that applied but only those selected for an interview will be contacted. Thank you for your interest in Garden River First Nation.