

**Job Posting: Grants Assistant (2017 summer seasonal position).**

**Funded under Service Canada, Canada Summer Job Program)**

We are currently looking for a **GRANTS ASSISTANT**

The Grants Assistant will assist with the Guelph Community Foundation's 2017 Community Grants Program. This will include assisting community organizations with their grant submissions, updating database (Income Manager) and preparing reports in Excel for our Grant Committee's review. The Grants Assistant will also process grant evaluations from our 2016 Community Grants Programs. The ideal candidate for this position will have strong computer skills in Microsoft Word and Excel. They will also possess strong administrative, analytical and organizational skills.

This is a summer student position, based on 30 hours per week (approximately 7 weeks).

Please submit a cover letter and resume by Friday, June 02, 2017 to: [admin@guelphcf.ca](mailto:admin@guelphcf.ca)

The Guelph Community Foundation is a charitable public foundation whose purpose is to provide leadership in promoting community philanthropy and enhance the quality of life for the citizens of Guelph and surrounding communities. The Foundation pools the charitable gifts of many donors into permanent, income-earning endowments. Income from the endowments supports a wide range of charitable programs and activities.

**The Guelph Community Foundation**  
**46 Cork Street East, Guelph ON N1H 2W8**  
**519.821.9216 [www.guelphcf.ca](http://www.guelphcf.ca)**