

PROGRAM BENEFIT COORDINATOR: ROLES AND RESPONSIBILITIES

Position Profile: A Program Benefit Coordinator will develop grant writing proposals for the Good Spirit School Division.

Directly Reports To: Superintendent of Education

In-Directly Reports: Deputy Director of Education

Duties & Responsibilities:

1. Responsible for researching grant opportunities at appropriate places.
 2. Discuss program requirements and sources of funds available with administrative personnel.
 3. Liaison between the school, local business and agencies.
 4. Confer with personnel affected by proposed program to develop program goals and objectives, outlining how funds are to be used.
 5. Works with fiscal personnel in preparing of the budgetary expenditures.
 6. Submits proposals for approval.
 7. Writes grant applications according to the required format and submits application to funding agency or foundation.
 8. If necessary, meets with representatives of funding sources to work out final details of proposal.
 9. Directs and coordinates evaluation and monitoring of grant-funded programs.
 10. Assists department personnel in writing periodic reports to comply with grant requirements.
 11. Maintains master files on grants.
 12. Monitors paperwork connected with grant-funded programs.
 13. Performs other duties and obligations as assigned by the Superintendent of Education.
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Education & Qualifications

- Minimum of Grade 12 education or equivalent.
 - Valid driver's license.
 - Strong research skills and the ability to multi-task.
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Competencies, Skills and Abilities

- **Quality & Organization of Work**

The Program Benefit Coordinator must demonstrate his or her ability to pay attention to detail and ensure work is consistently completed and accurate within expected timeframes.

- **Adaptability & Flexibility**

The Program Benefit Coordinator must adapt to and work effectively within a variety of situations, and with various individuals or groups. Flexibility entails understanding and appreciating different and opposing perspectives on an issue and adapting one's approach as the requirements of a situation change. Strong problem solving skills and demonstrated ability to apply judgement in complex, highly sensitive and sometimes ambiguous situations is essential.

- **Communication**

The Program Benefit Coordinator must communicate effectively to students, school administration and staff. Excellent interpersonal skills along with proven written and oral communication, and computer presentation skills are required.

- **Job Knowledge**

The Program Benefit Coordinator must be committed to professional learning towards enhancing his or her skills and knowledge to perform the required tasks.

- **Cooperation & Teamwork**

This position involves working collaboratively with other professional service providers and other school personnel on a daily basis. The Program Benefit Coordinator must have the ability to work as a team player and work independently with minimal supervision.

- **Attitude**

The Program Benefit Coordinator must display a positive attitude toward others, their work, schools and the division.

- **Confidentiality**

At no time should a Program Benefit Coordinator discuss in public information pertaining to employees, students or the operation of the division. A Program Benefit Coordinator is expected to respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct and *The Local Authority Freedom of Information and Protection of Privacy Act*.