

Global College Public-Private Grants and Internships Assistant

Position Overview:

The selected candidate will be responsible for the planning, design and execution of a continuous search on the World Wide Web for public/private grants and internship funding opportunities. This includes attending on-line planning meetings, scheduling focused research tasks, attending informative webinar sessions, filling and submitting requests for information to donors, keeping track of present and future funding opportunities, keeping track of the changes and updates before, during and after application packages have been submitted, and any other tasks assigned by the Executive Director and the Project Manager. The PP Grants Assistant will work as the initial point of contact between GC and grants and internship providers. Through his work he PP Grant Assistant will strengthen the registry of past, current and future donors with detailed information about the types of small projects and research funding opportunities.

Duties:

- Update the directory of current, local, regional, national and international Grants providers
- Provide GC's directorate summarized information of potential grants matching CG's mandate, principles and strategic planning
- Calendarize and Communicate to GC's directorate the upcoming deadlines for submitting PP grants and internship proposals
- Update the directory of PP Grants and internship providers
- Create and revise related promotional material for students
- Work with the Project Manager to plan, execute and monitor the proposed deliverables.
- Update sections of the Global College website relevant to grants & internship funding research

Qualifications:

- Currently an undergraduate student at the University of Winnipeg
- Completed at least 70 credit hours
- Desirable: Human Rights / International Development Studies Major
- Strong organization and time management skills
- Attention to detail
- Experience conducting structured grants driven research on the www
- Strong interpersonal skills
- Experience with social media in a professional setting is considered an asset.

Term:	Nov. 2020 to March 2021	Classification:	Office Assistance 2
Period of application:	Oct. 30 to Nov. 13, 2020	Estimated Hours:	72 Hrs.
Start date:	November 23, 2020	Hiring Range:	\$16.30 - \$18.46

Send your application via e-mail to: fl.fonseca@uwinnipeg.ca

Flavio Fonseca,
Project Manager
The University of Winnipeg Global College
520 Portage Avenue, 1MS26
Winnipeg, MB R3B 2E9
Phone: 204-988-7685