

## **Part-Time Grant Writer and Office Assistant**

We are seeking a motivated and detail-oriented individual for a part-time position as a Grant Writer and Office Assistant. This role involves researching and writing grant proposals to support our organization's funding needs, as well as providing essential administrative support. Responsibilities include drafting and editing grant proposals, maintaining records of grant applications and outcomes, and assisting with general office tasks such as data entry, scheduling, and correspondence. The ideal candidate will have strong writing skills, a keen eye for detail, and the ability to manage multiple tasks efficiently.

This position offers flexible hours, approximately 15 hours per week, allowing for a balanced work schedule. The role is ideal for individuals looking to gain experience in grant writing and office administration while contributing to a meaningful cause. If you are organized, proactive, and eager to learn, we encourage you to apply and become a key part of our team.

Interested candidates need to complete and submit a City of St. Johns Employment Application for employment to the City of St. Johns, Attn: City Clerk, P.O. Box 477, St. Johns, MI 48879 no later than September 18, 2024 or until the position is filled. Employment applications are available on our website under the Document Center button: <https://cityofstjohnsmi.com/>

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