



Work Wellness Institute
L'institut de bien-être au travail

103-3991 Henning Drive,
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Contract Grant Writing Specialist

Work Wellness Institute

Work Location: Work Wellness Institute, Burnaby BC (work can be performed remotely)
Since its inception in 1985, the Work Wellness Institute has been a committed Canadian applied health centre both conducting and supporting research that promotes supportive workplace health practices.

We are seeking a short-term contractor for supporting the Work Wellness Institute in finding and writing research grants. As a not-for-profit, much of our research depends on support from grants. These include Federal, Provincial, and other grants.
This position is available for 3 months. Remote work is possible within Canada.

Duties:

- Search for relevant grant opportunities
- Work with research department to establish research topics for grant submissions
- Write, review, and edit grant proposals, ensuring they meet funder requirements
- Estimate research budgets for the purposes of grant submissions
- Proofread, edit, and submit completed grant proposals
- Prepare grant documentation and document action items from meetings

Skills required:

- Exceptional writing, editing, and research skills
- Strong communication skills in English
- Experience with Microsoft Office
- Excellent organization and time management skills
- Highly self-motivated and detail-oriented
- Able to prioritize workloads and meet established deadlines
- Able to work independently and as part of a team

Qualifications:

- Bachelor degree in a relevant field (e.g., Social Sciences, Humanities, and Science)
- Two years experience working in a research environment (e.g., as a Research Assistant or Research Coordinator)

Interested candidates should send their resume and cover letter to Dr. Janessa Griffith, Research Director at jgriffith@workwellnessinstitute.org. Thank you for your interest in Work Wellness Institute. Only those candidates selected for an interview will be contacted.

Start Date: February 15 (Negotiable)

Application Deadline: January 27, 2023