New

Ministry

Culture, Multiculturalism, and Status of Women

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Community Grants Coordinator

Requested Class

Program Services 3

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

None

Organizational Structure

Division, Branch/Unit

CCD, CEB/Community Grants Unit

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Program Manager

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Community Grants Unit of Culture and Status of Women administers community grants that reinvest revenues into communities; empower local citizens and community organizations to work together; and respond to local needs. The Unit administers between $75 to $100 million through several major grant programs and receives on average 2,000 grant applications on an annual basis.

The Community Grants Coordinator (CGC) position is located in the Community Grant Unit within the Community Engagement Branch of the Creative Community Division of the Ministry. The position reports to a Program Manager and will contribute and support the review and assessment of grant applications, provide feedback and support continuous improvements of grant application and assessment processes, support the transition to GATE Front Office, and Unit administration processes of the grant management cycle. This role will have a thorough understanding of various grant programs guidelines and applications, GATE Program Office and Front Office, the relevant program indicators/outcomes and grant reporting components, along with the administration approaches for each of the grant management stages. This roles will support the implementation of recommendations for continuous program improvements, work with the team to build, improve and transition programs to the Front Office.

The is a diverse position that encompasses the following:
• Works directly with stakeholders by supporting applicants to apply to the right program and reviews

applications for eligibility, recommends application cancellations or redirects to the appropriate program and/or communicates with applicants regarding withdrawals.

• Reviews submitted applications for completeness; all required information and documentation, correctly completed budget, and if budget not clear, works with the organization to develop a proper project budget, ensures appropriate project revenues are disclosed and verified, verifies matching labour/ material/services/dollars to grant requested amount, current financial statements are in place that support organizations viability, sustainability and ability to undertake the project.

• Works collaboratively with the Community Grant Advisors (CGA) ensuring the smooth processing and assessment of applications and using the various program scoring matrices, supports the scoring of applications so the CGAs can make sound decisions for recommendations for grant funding or declines.

• Through existing and new networks the CGC coordinates cross ministry and external member participation on grant program review panels; reaches out to other areas of the Ministry, agencies/ councils/commissions or other Ministries for grant review panels members.

• Ensures panel members are registered for training sessions and has all relevant materials for application assessment and scoring. Participants in the training sessions with CGAs.

• Sets up share point sites, ensures the completeness of application summaries and that all relevant documentation is located on the site.

• Coordinates the review panels online or in-person; agenda is developed, file order outlined, file presentations and discussion are timed out and scheduled appropriately.

• Collaborates with CGAs to ensure training materials are produced or updated (PowerPoint, scoring matrix, application summaries, excel scoring summary document, etc.). Will run the sessions online arranging and operating the IT systems or in-person operating the IT systems for data viewing and completing records/summary document as the session proceeds.

• Pulls final Grant Approval Reports from the Grant Application Tracking Evaluation (GATE) System for Managers review.

• Helps to ensure the smooth implementation of the program and supports information summaries for any decline.

• Develops and/or updates written documentation to support grant programs assessment processes, and will provide grant funding summaries and other input into Briefing Notes and addresses information requests from Assistant Deputy Minister's Offices, Deputy Minister's Office, Minister"s office and Premier's Office.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

Lead/conducts grant application reviews and assessments.

• Works independently and in collaboration with Public Information Officers and Community Grant Advisors to ensure stakeholders are ready to apply for a grant, apply to the appropriate program for their project and understand the program scope.

• Oversees the review process ensuring that applications are appropriately and fully completed.

• Supports the assessment process by providing summaries of the applicants project and any issues with the project and/or organization. Will address intake volume with project scoring using the program scoring matrix form.

• Works in collaboration with Public Information Officers and CGAs to ensure that shared drive files and relevant documents such as scoring matrices are maintained to meet audits and use for decline meetings.

• Develops and maintains current grant program review and assessment process manuals, user manulas for applicants, adjusts these documents as processes change and implements any efficiencies or improvements that are recommended through the developmental evaluation process.

Provides technical support and project advice to stakeholders.

• Supports stakeholders in understanding the scope of the program and where their project would best

fit.

- Oversees the webpage content ensuring program information is current and updated.

- Supports stakeholders with ensuring correct documentation is developed and submitted, and where needed, supports with the development of project budgets and project indicators before application submissions.

- Maintains thorough knowledge of current and emerging grant management approaches and best practices.

- Continually consults with other staff, partners and stakeholders regarding promising or innovative approaches to grant program delivery and administrative practices.

- Supports the development of Grant Administration Processes and manuals for staff and user manuals for applicants ensuring up to date and accurate information.

Coordinates grant program review panels as needed:

- Builds networks to coordinate cross ministry and external member participation on grant program review panels; reaches out to other areas of the Ministry, agencies/councils/commissions or other Ministries for grant review panels members.

- Panel members are registered for training sessions and have all relevant materials for application assessment and scoring. Participants/co-facilitates the training sessions with CGAs.

- Share point sites are set up, application summaries and all relevant documentation is located on the site.

- Review panels are coordinated for online, in-person or a hybrid model; agenda is developed, file order outlined, file presentations and discussion are timed out and scheduled appropriately.

- Collaborates with CGAs to ensure training materials are produced or updated (PowerPoint, scoring matrix, application summaries, excel scoring summary document, etc.). Manages the online sessions arranging and operating the IT systems and/or operating the IT systems for data viewing in-person and records/summary document as the session proceeds are completed.

- Pulls final Grant Approval Reports from the Grant Application Tracking Evaluation (GATE) System for Managers review.

- Develops and delivers presentations as needed regarding program overviews or the panel review process.

Ensures the Program Manager and CGU Director are supported in achieving the mandate and goals of the Unit, Division, Ministry and Government.

- Prepares briefing data input, provides summaries for stakeholder inquiries, and responses to information and action requests.

- Collaborates with CGU Staff to ensure coordination and integration of activities.

Problem Solving

Typical problems solved:

The position requires in-depth problem solving with good understanding of Community Grants programs/technology and other ministry/GOA programs. The Community Grants Coordinator will work closely with CGAs, program manager and unit staff to determine best course of action for program inquiries, technical support and grant administration practices. This position is important to bridge preliminary reviews for mandatory application requirements, CGA support and grant program management best practices.

Types of guidance available for problem solving:

> This position works under the direction of the Program Manager within the parameters of established legislation, frameworks, policies, plans, and guidelines with significant discretion to determine how responsibilities are performed. The Program Manager in collaboration with Community Grant Advisors provides general guidance, reviewing work for the quality of assessments, scoring, review panel process and recruited participating members; the extent to which results meet requirements; and the level of professional judgment demonstrated.

Direct or indirect impacts of decisions:

> The impact of project assessments and scoring, including the panel members solicited can be significant in grant application recommendations, impact to stakeholders and regional impacts where projects are funded. Ministry issues are diverse, complex, and CGU is a very politically sensitive area. The quality and accuracy of application reviews and assessments compared to the guideline criteria is critical, given that they effect the recommendation for funding decisions and impact projects that benefit communities and the programs, events and facilities that are for the general public.

Key Relationships

Major stakeholders and purpose of interactions:

> The Community Grants Coordinator has regular and ongoing contact with:
> • CGU staff to coordinate the review and assessment of grant program applications and the coordination of grant review panels; exchange information; facilitate presentations and collaborate on projects and initiatives.
> • Interacts with all CGU staff to provide up dates and guidance pertaining to grant application reviews and assessment processes and grant review panel processes and coordination.
> • Representative of the Unit in dealing with stakeholders to support application processing; completeness and clarity of information, discussion of withdrawals and cancellations, providing information on project readiness and budgets, and facilitation of presentations.
> • Interaction with Ministry, cross Ministry and external colleagues to participate on grant panel reviews, support the training of review panel members on the review and scoring process.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Arts	Business	Other

If other, specify:

> Could also have an Education Major, or a 2 year diploma with the required years of work experience.

Job-specific experience, technical competencies, certification and/or training:

> Need to have experience with project budgets and the development of projects and/or initiatives. Experience working with stakeholders or the public providing information to solve a problem or inform on a topic. Experience with IT system such as a client registration and management system or tracking client dialogue. Experience with writing for the web to provide information and engage the reader. Able to technical write to support user manuals for applicants and process manuals for other staff.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level A B C D E	Level Definition	Examples of how this level best represents the job
Agility	○ ○ ◉ ○ ○	Identifies and manages required change and the associated risks: • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of	Able to change direct quickly and assess what changes may be needed to support a more efficient, smooth, or accurate process. Implements required efficiencies and continuous improvement alerting other to

		others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan	potential unintended consequences. Provides solutions when changes may not be as proposed, and works will colleagues to ensure a best fit solution is found.
Build Collaborative Environments	○ ◉ ○ ○ ○	Facilitates open communication and leverages team skill: • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others	Consults with Manager and CGAs regarding the appropriate mix for review panel members. Working in team environments to produce user and process manuals will have to be respectful and deal with conflict appropriately. Co-facilitates and co-develops and supports presentations.
Develop Networks	○ ○ ◉ ○ ○	Leverages relationships to build input and perspective: • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships	In coordinating review panels the CGC seeks out contacts and appropriate process for invitation to participate on the panel. Maintains these relationships for the continuation of participation by area experts. Works to develop new contacts and liaise with these areas to support input to the panel and review process for best practices.
Creative Problem Solving	○ ◉ ○ ○ ○	Focuses on continuous improvement and increasing breadth of insight: • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices	Works closely with stakeholders and applicants to ensure projects are ready for funding and redirects applicants to appropriate grant programs or recommends cancellations of withdrawals. Through collaboration, presentations and writing/updating manuals the CGC will actively seek solutions for efficiency and incorporate continuous improvements, and provide feedback on

			these implementations and possible changes/ solutions.

Benchmarks

List 1-2 potential comparable Government of Alberta:

023PS35 Sport Consultant

Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

_____   _____   _____
Employee Name   Date yyyy-mm-dd   Employee Signature

_____   _____   _____
Supervisor / Manager Name   Date yyyy-mm-dd   Supervisor / Manager Signature

_____   _____   _____
Director / Executive Director Name   Date yyyy-mm-dd   Director / Executive Director Signature