



The Township of West Lincoln is hiring a Funding and Community Events Coordinator

The Township is seeking a Funding and Community Events Coordinator to lead funding development activities that support community events. This role involves identifying, developing, and administering grants, sponsorships, and fundraising opportunities, maintaining relationships with funders and community partners, and supporting community engagement initiatives. The Coordinator works to deliver community events that are engaging, inclusive, and aligned with Township priorities.

What You'll Do:

- Lead the identification, research, and pursuit of grant, sponsorship, and fundraising opportunities to support the delivery of community events
- Prepare, coordinate, and submit grant applications, ensuring compliance with funding requirements and reporting obligations
- Build and maintain strong relationships with sponsors, donors, and community partners to secure funding and support for events
- Plan, coordinate, and deliver community events and celebrations, including logistics, vendor management, and on-site execution
- Drive community engagement initiatives to increase awareness, participation, and inclusion in Township events
- Collaborate with internal departments, volunteers, and external partners to ensure events are delivered efficiently and successfully

What We're Looking For:

- A proactive and organized professional who can lead all aspects of funding development and community event delivery
- Strong experience in grant writing, sponsorships, and fundraising, with the ability to track and report on outcomes
- Excellent communication and interpersonal skills to build and maintain relationships with sponsors, donors, community partners, volunteers, and internal teams
- Ability to plan, coordinate, and execute community events from start to finish
- Highly detail-oriented and organized, able to manage multiple projects and deadlines independently
- Skilled at strategic planning, problem-solving, and hands-on implementation
- Committed to inclusive, accessible, and engaging community events
- Comfortable working collaboratively across departments and with external stakeholders

Key Qualifications:

- 1-3 years experience with grant writing, fundraising and reporting
- 1-3 years experience in Event Planning and Management or related field
- Experience developing and delivering recreational services or community events, municipal setting would be considered an asset
- Experience coordinating staff or volunteers
- Exceptional customer service and communication skills
- Working knowledge of Microsoft 365, web-based applications, and social media platforms
- Valid level C First Aid and CPR, Smart Serve, Safe Food Handling, and Market Manager Certificate

The wage for this position ranges from \$34.37 – 42.16 per hour (2026 rates). This is a full-time, permanent role working 35 hours per week.

Interested candidates with the required qualifications are welcome to submit their resume and letter of interest by **February 20, 2026** to:

Human Resources

Email: recruitment@westlincoln.ca

Please put "Funding and Community Events Coordinator" in the subject line of the email

A detailed Job Description can be found on our website at:

<https://www.westlincoln.ca/en/township-office/jobs.aspx>

We thank all applicants, however, only those selected for an interview will be contacted.

The Township of West Lincoln is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Township of West Lincoln's Human Resources Department if you require any accommodation to ensure that you can participate fully and equally during the recruitment and selection process. We thank all applicants; however, only those considered for an interview will be contacted. Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of the candidate selection. Questions about this collection can be directed to the Human Resources Department.