



COMMUNICATIONS & GRANTS ASSOCIATE JOB POSTING

ABOUT YWCA SASKATOON:

The YWCA Saskatoon is a dynamic team dedicated to positively impacting the lives of women, their families, and the community. YWCA Saskatoon is a vibrant organization providing inclusive community services on Treaty Six territory and the homeland of the Métis peoples since 1910. We look forward to the possibility of you joining our team.

DIVERSITY, EQUITY, & INCLUSION STATEMENT:

At the YWCA Saskatoon, we believe in the importance of diversity, equity, and inclusion. We are dedicated to creating and cultivating an inclusive workspace and workforce that represents the communities we serve. We acknowledge that certain groups have been historically disadvantaged and continue to face barriers in the workforce. In collaboration with the Canadian Employment Equity Act, we have identified the following groups, which have experienced historical and/or current obstacles, as part of our equity priority group:

These include:

- Indigenous peoples
- Persons of colour
- Persons with disabilities
- Women
- 2SLGBTQ+ community
- Newcomers to Saskatchewan

We base our selection process on merit and encourage all diverse groups to participate fully. We acknowledge the barriers that affect equity groups, and we're committed to addressing, mitigating and accommodating these barriers to strive for equity in the workplace.

If at any time during the application and selection process you require accommodation, please email Areesha Kansi at AKansi@ywcaskatoon.com.

YWCA Saskatoon operates on Treaty 6 Territory – the traditional homeland of the Nehiyaw and Nehithaw Cree, Dene, Nahkawe Saukteaux, Dakota, Lakota and Nakoda peoples, as well as the Homeland of the Métis Nation.

We pay our respect to the First Peoples of this land and affirm our commitment to authentic, meaningful and action-led truth and reconciliation.

POSITION SUMMARY:

Reporting to the Director of Development & Engagement, the Communications and Grants Associate is responsible for all communications, including those related to grants, newsletters, impact stories, media releases, social media and the Annual Report.

The Associate position will also provide administrative support required for the efficient operation of the YWCA Saskatoon's Grants Program. This position will ensure coordination of grant cycles, including for calendarizing applications and reporting cycles, liaising with department leads to review grant opportunities, scheduling meetings and preparing reporting on outcomes.

POSITION REPORTING:

Reports to the Director, Development & Engagement

HOURS OF WORK:

This is a permanent full-time position working 37.5 hours per week primarily Monday through Friday. Occasional evening and weekend work may be required.

WHAT WE OFFER:

- Rewarding work; contribute to meaningful change for clients and our community
- An inclusive and supportive team
- Fitness membership at Fitness on 25th and a discounted rate on eligible programs

MAJOR RESPONSIBILITIES:

1. Communications

- Develop internal and external communication strategy, in collaboration with the Director, Development & Engagement.
- Develop and maintain annual calendar of communications.
- Create content; including stories and information for marketing, pieces such as annual reports, website, impact statements, newsletters, social media, reports, and stakeholder communications.
- Support marketing with updates to website and social media content development.
- Develop entries and schedule for grant awareness, acknowledgement and recognition through social media; liaise with funders.
- Prepare and circulate media releases; maintain contact with media relationships locally.
- Provide content for presentations as required. This may include public facing remarks, blog posts, articles, etc.
- Represent communications needs and strategy on committees as assigned (Women of Distinction Awards, events, etc).

2. Grants Coordination

- Develop, write, edit and submit competitive grant proposals to government agencies, foundations, and other funding organizations.
- Manage the full grant lifecycle, including prospect research, proposal development, budget coordination, application submission, compliance tracking, and post-award reporting.

- Coordinate with internal staff, clients, and project partners to gather information and develop compelling, funder-aligned applications.
- Ensure all grant applications and awarded projects comply with applicable regulations, program guidelines, and funder requirements.
- Monitor grant deadlines, reporting requirements, and deliverables to ensure timely and accurate submissions.
- Maintain organized grant records, application materials, and supporting documentation throughout the grant process.
- Serve as main point of contact for all grant-related inquiries.
- Maintain up to date contact information for charitable partners, grant recipients, and media, in the Raiser's Edge database.

3. Advocacy and Event Support

- Keep current on issues facing all client groups and overarching emergent issues facing women and girls.
- Assist program directors with advocacy development when required.
- Support women's advocacy/empowerment events each year to coincide with the YWCA Canada's Week Without Violence (October) and International Women's Day (March 8th).
- Raise awareness of all YWCA programs.

QUALIFICATIONS AND EXPERIENCE:

- Bachelor's degree in English, Communications, Public Relations or a related field
- Minimum of 3 years of experience in grant writing, communications, fundraising, or a related field
- Proven track record of developing successful grant proposals and securing funding from diverse sources
- Certified Grant Writer (CGW) or similar professional certification, an asset
- Experience working with non-profit organizations or educational institutions
- Proficiency in grant management software and research databases
- Excellent research, writing, and editing skills with the ability to translate complex information into clear, compelling proposals and communications
- Ability to work independently while contributing effectively to a collaborative team environment
- Excellent written and verbal communication skills with strong interpersonal skills
- Proactive, resourceful and solutions-oriented approach to identifying funding opportunities and supporting organizational priorities
- Knowledge of grant management processes, funding requirements and compliance and regulatory requirements for grant-funded projects
- Strong organizational and project management skills with the ability to manage multiple priorities, meet tight deadlines and maintain attention to detail

CONTACT INFORMATION:

Applications in the form of a resume and cover letter will be accepted until August 31st, 2026 through the [Career Centre website](#). For any questions regarding this posting, you can reach us via email through careers@ywcaskatoon.com.