

## **Communication & Grant Coordinator**

### **Description**

This is a dual role where you will need to be the main point of contact for inquiries from the website as well as find any grants that AMBA could qualify and apply for..

The Communication portion: you will be the main contact for questions from the website and forward any questions to the correct committee member. You will also send out correspondence to AMBA members through RAMP at the request of other committee members.

The Grant coordinator is to actively research available grants and determine if AMBA qualifies, fill out and submit applications on behalf of AMBA.

### **Duties**

- Attend monthly AMBA Committee meetings. (1 - 2 Hour Meeting per month during season)
- Send out any correspondence from other committee members at their request
- Answer or forward any questions the come from the website
- Follow suggested timelines for correspondence
- Research available grants
- Determine if AMBA qualifies for them
- Fill out applications based on what is required
- Collaborate with the president and treasurer to ensure proper signatures and paperwork are submitted
- make sure all requirements for grants are followed and meet and report all necessary information

### **Preferred Qualifications**

- Be flexible, reliable, and patient
- Average computer skills
- Have solid communication and interpersonal skills.
- Have a clean Vulnerable Sector Check.

### **Estimated Timeline**

- June: be in contact with Registration coordinator and the committee to ensure the correct dates and information is given for inquiries about registration.
- August: In contact with Registration coordinator and committee to have correct registration dates for inquiries – assist in any correspondence needed to be sent out to members for pre registration
- September: - assist in any correspondence that needs to be sent out for coaches,
- October: - assist in any correspondence that needs to go out for Mini House or Jr NBA
- January to March: assist in any correspondence that needs to be sent to members.
- June: attend Annual General Meeting (AGM).
- Throughout the season research any available grants