



April 2, 2019

## **GRADUATE RESEARCH ASSISTANT POSITION AVAILABLE**

We seek a graduate research assistant to work with 10C Shared Space ([www.10carden.ca](http://www.10carden.ca)), a not for profit social enterprise in the City of Guelph, to investigate and pursue potential grant funding opportunities to support 10C's social innovation initiatives.

10C Shared Space is a platform for those working across sectors and engaging in collaborative work to improve our community within a social innovation framework. 10C offers downtown co-working and event meeting space that provides students, professionals and researchers working within Guelph a place to gather, exchange ideas and work for change. Through this work 10C contributes to deepening community relationships, opening new opportunities, and discovery of new ways to solve problems.

### **Job description:**

The research assistant's activities will include:

1. An environmental scan of potential funding opportunities to support 10C initiatives
2. Working with the fundraising committee of 10C to identify specific granting opportunities to pursue, related to 'fit', 10C urgent priorities, etc.
3. Background research necessary for the preparation of grant applications
4. Drafting grant applications, with the support of members of the fundraising committee

The research assistant will report to and be supervised by Belinda Leach, 10C board member and faculty member at the University of Guelph.

### **Qualifications:**

The successful candidate will be a self-starter who can investigate opportunities for 10C with minimal supervision. Good writing skills are essential. Experience with grant writing and the ability to match 10C initiatives with grant criteria is a valuable asset. Knowledge of areas such as program evaluation, community development, social enterprise and Sustainable Development Goals, is also desirable. Experience and understanding of 10C would also be an asset.

We are offering flexible part-time work for a total of 120 hours, between May 1 and August 31 2019.

**Applicants should submit a resume and cover letter by April 22 2019 to [bleach@uoguelph.ca](mailto:bleach@uoguelph.ca).** In the cover letter please indicate your writing and communication skills, relevant experience and research skills, and include three references.