

Notice of Employment Opportunity

Job Title: Grant Writer

Part-Time

Salary: Hourly Rate - \$12.00 hr. - \$20.00 hr.

Under general supervision, seeks out funding opportunities, develops and coordinates grant programs for the City of Chester. Administers grant writing activities for the City. Manages special projects as assigned. Performs related work as assigned. Reports to City Administrator.

Requires an Associate or Bachelor's degree supplemented by proven administrative experience or an equivalent combination of education, training and experience that provides the required knowledge, skills, and abilities.

Application for Position: Application/Resume should be submitted to sjackson@chester.sc.gov or mailed to 100 West End Street, Chester, S.C. 29706. Position open until filled. Application can be obtained online at www.chestersc.org, completed and emailed to sjackson@chester.sc.gov, hand delivered, or mailed to S. Jackson at 100 West End Street, Chester, S.C. 29707. The City of Chester is an EOE-H.

Position is subject to the following Background Checks: Credit Check, Criminal History, Driving History, Drug Test, Medical/Physical, Psychological Testing, and Documentation of Educational Degrees.