

Job Type : Summer Placement
Position Title: Loans and Grants Admin. Assistant
Location: In person – Calgary, Alberta
Reports to : Executive Director
Hours: 35 hours per week
Salary: \$15.00 /hour

ABOUT US

Bright Lights For Africa Foundation (BLFA) is a Calgary-based nonprofit organization dedicated to empowering marginalized communities, particularly individuals of African descent and newcomer families, with a focus on Francophones of African descent. Through culturally responsive programs focused on community engagement, leadership, and essential needs support, BLFA creates inclusive spaces that foster connection, belonging, and resilience. With strong community relationships and a deep understanding of the populations it serves, BLFA delivers impactful, community-driven initiatives that reduce social isolation and strengthen social cohesion across Calgary.

ABOUT YOU

This position is supported through the [Canada Summer Jobs \(CSJ\) program](#), which provides meaningful summer employment opportunities for youth **aged 15 to 30**.

The Loans and Grants Administrative Assistant supports BLFA's grant research, funding applications, administrative coordination, and reporting activities. The role focuses on research, documentation, organization, and administrative support while helping strengthen access to funding opportunities that support community programs and initiatives.

ABOUT YOU

You are organized, detail-oriented, and passionate about supporting access to opportunities for youth, newcomers, and Francophones of African descent. You enjoy research, organization, communication, and helping ensure projects and administrative activities run smoothly.

If you are between the ages of **15 and 30** and looking for meaningful summer work that builds real-world experience, this opportunity will allow you to develop practical skills in administration, research, nonprofit operations, and community engagement while making a positive impact in Francophone and newcomer communities.

ROLES AND RESPONSIBILITIES

Grant Research and Development

- Research and identify grant and funding opportunities aligned with BLFA's mission and programs.
- Monitor funding trends, deadlines, and eligibility requirements.
- Support the development of strategies to strengthen funding opportunities and partnerships.

Grant Proposal Support

- Assist with the planning, preparation, writing, and submission of grant applications.
- Prepare supporting documents including letters, proposals, budgets, and presentations.
- Help ensure grant applications meet funding guidelines and submission requirements.

Administrative and Tracking Support

- Maintain grant calendars, tracking systems, and proposal records.
- Organize and maintain electronic and physical grant files and documentation.
- Track deadlines, submissions, and follow-up activities to ensure timely completion.

Research and Data Collection

- Collect, organize, and summarize data and information to support grant applications and reports.
- Conduct prospect research on foundations, funders, and community opportunities.
- Assist with preparing summaries, statistics, and supporting materials as needed.

Communication and Reporting

- Support communication with staff, partners, and stakeholders regarding grant activities.
- Assist with preparing reports, updates, and administrative documents related to funding activities.
- Participate in meetings and support general administrative and organizational tasks as required.

EXPERIENCE

- 1–3 years of relevant experience in administration, research, communications, nonprofit work, or community engagement is an asset.
- Experience working in a professional or office environment is considered an asset.
- Experience with data entry, scheduling, document preparation, or reporting is an asset.
- Previous experience in nonprofit, charitable, or community-serving organizations is considered an asset.
- Experience managing deadlines and multiple priorities in a fast-paced environment is an asset.

SKILLS

- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Strong research and administrative skills.
- Ability to manage multiple tasks and meet deadlines.
- Ability to work independently and within a team.
- Proficiency in Microsoft Office and Google Workspace.
- Passion for community engagement and social impact.
- Bilingualism in French and English is an asset.

EDUCATION

- Pursued post-secondary studies in communications, business administration and management, nonprofit/public/organizational management , community organization and advocacy or a related field.
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WHY JOIN BLFA THIS SUMMER?

- Be part of a passionate, energetic team of changemakers who care about making a real difference.
- Make an impact—help bring positive change to communities in Canada and in the Democratic Republic of the Congo.
- Build your resume and gain hands-on experience that matters. Whether you're into communications, project work, or community engagement, you'll develop practical skills employers value.
- Grow your network and make meaningful connections for your future.
- Top contributors can receive strong references and valuable recommendations to support school, job, or volunteer applications down the road.

This is more than just a summer job, it's a chance to grow, give and be part of something bigger.

- ☑ Learn more about us at: <https://brightlightsforafrica.ca>.
- ☑ Please include your resume with your application.
- ☑ Applicants must be legally eligible to work in Canada.
- ☑ Applicants must be under the age of 30

We appreciate all applicants, but only those selected for an interview will be contacted.