



## CITY OF WOONSOCKET, RHODE ISLAND

### PERSONNEL OFFICE

#### Employment Advertisement

### GRANT WRITER

The City of Woonsocket, Rhode Island is conducting a search for a Grant Writer. The Grant Writer will be responsible for the overall coordination of research and writing of all grants to government agencies, private foundations, and corporations to assist in the funding of services and programs for the City of Woonsocket. The person in this position must be able to work with all levels of management from the Mayor to department directors and supervisors. In addition, the person in this position must be very organized, attentive to detail, a strong communicator, and an advocate for the citizens of Woonsocket. To be considered for this position, the incumbent must possess a Bachelor's Degree, a minimum of two (2) years of experience and be highly knowledgeable in Microsoft Word and Excel.

**Application Deadline:** Open Until Filled  
**Classification:** Non-Union/Non-Classified  
**Salary Rate:** \$50,000/Year  
**Hours of Work:** 40-Hours Per Week

**To Apply:** The City of Woonsocket offers a competitive benefit and compensation package. For more information on this position including a full position description and application visit the "Employment" section on the City of Woonsocket website via the following URL:

<https://www.woonsocketri.org/personnel-department/pages/employment-opportunities>

Please forward your completed application and resume to Nikki Aphonphanh, Personnel Division, City of Woonsocket, 169 Main Street, Woonsocket, RI 02895. You may send your information electronically to [naphonphanh@woonsocketri.org](mailto:naphonphanh@woonsocketri.org).

**About Woonsocket:** A City that upholds forward thinking principles for both employees and residents. Located in Rhode Island's Blackstone Valley, the City of Woonsocket is a vibrant, urban community and is surrounded by the growing suburban communities of Lincoln, Cumberland and North Smithfield, and boasts a positive business climate where City officials and the business community work together to build a strong economy. Woonsocket is centrally located in the Boston/Worcester/Providence triangle, and home to CVS Corporation, a Fortune 500 company.

### An Equal Opportunity Employer