

GRANT AND COMMUNITY SERVICE ADMINISTRATOR
CHARTER TOWNSHIP OF WHITE LAKE

The Charter Township of White Lake is accepting applications for a full-time Grant and Community Service Administrator. A Bachelor's degree in Public Administration or a related field is required in addition to five or more years of supervisory experience and municipal government experience.

This person is responsible for identifying, developing and administering funding sources to the township, in addition to the development, writing and submission of grant, foundation and sponsorship incentives. This person will also be responsible for preparing press releases and newsletters or promotional publications. The Grant and Community Service Administrator will also plan and direct public, promotional, fundraising and Community Service programs. Additional functions of this position include assisting the Parks and Recreation Committee and Senior Service Department in all areas of their goals and objectives as well as training and recruiting volunteers.

The salary range is \$53,852.66 to \$63,000.00.

Applications may be obtained from the White Lake Township website and the Clerk's office at 7525 Highland Road, White Lake, Michigan 48383. (248) 698-3300 Ext. 7.

Application deadline is 4:00 P.M., Wednesday, March 26, 2008. Applications and resumes must be submitted in a sealed envelope marked "Application for Grant and Community Service Administrator".

White Lake Township is an Equal Opportunity Employer.

White Lake Township
Carol J. Burkard, Clerk
Posted 03/10/2008