



MALTON WOMEN COUNCIL (MWC)
Empowered Women, Empowered Communities

Employment Opportunity-Proposal Writer

About Malton Women Council

Founded in 2009, Malton Women Council (MWC) is a registered non-profit organization based in the Malton (Mississauga) Community of Peel Region, in Ontario. Our mandate is to mentor, motivate and mobilize women with the vision of 'empowered women, empowered communities'. We work to increase women's economic security and prosperity; to encourage women's leadership and democratic participation; and to end gender-based violence and discrimination (GBVD). Our clients are South Asian immigrant women from Peel and GTA who experience cultural, social, economical, legal, and systemic barriers to realize their full potential as members of the Canadian society. In the last 16+ years, we have provided opportunities, resources, and a strong platform for women to thrive and excel. Our board, leadership, staff, and volunteers represent the population we serve, which includes victims and survivors of GBV, newcomers and immigrants, individuals from low-income groups and/or with lived experience of mental health issues.

About the Position:

Funded under Canada Summer Jobs 2026, the position of Proposal Writer will contribute towards the financial sustainability goals of the organization, by supporting the grant writing process. This is a full-time (35 hours per week) contract-based position, for a duration of 8 weeks, from May 04, 2026, to June 29, 2026. The position requires working remotely, using online platforms such as Zoom meeting. Compensation for this position will be \$17.60/hour.

Job Responsibilities:

- Conduct prospect research to identify prospective funders.
- Review, update, and compile data on current grants/funders and develop a grant-writing plan.
- Review organization materials and research/review other background information as necessary to create letters and proposals.
- Write and edit proposals to prospective grantors.
- Develop resources and materials to support ongoing funding process for the organization.
- Liaise with the Executive Team and Board of Directors, and attend meetings (virtual, in-person, or phone) as necessary to accomplish required duties.
- Provide data and reports as needed to the Board of Directors.
- Provide timely acknowledgement and report.
- Comply with organizational policies and procedures, at all given times.
- Attend all team meetings and mandatory staff trainings.
- Other duties, as assigned.



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Qualifications and Skills Required:

- Relevant education and/or experience related to the position.
- Strong writing skills: Demonstrated proficiency in written communication, including grammar, punctuation, and clarity of expression. Ability to articulate ideas effectively in written form.
- Research skills: Ability to conduct thorough research and gather relevant information from various sources to support proposal development.
- Attention to detail: Strong attention to detail and accuracy in written work, with the ability to proofread and edit content for errors and consistency.
- Time management: Effective time management skills, with the ability to prioritize tasks, meet deadlines, and manage multiple projects simultaneously.
- Collaboration: Ability to collaborate to gather information and develop proposals.
- Proficiency in Microsoft Office: Basic proficiency in Microsoft Word, Excel, and Power Point for document creation, data analysis, and presentation development.

Mandatory Requirements:

Applicants must:

- Be between 15 and 30 years of age at the beginning of the employment period.
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment.
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.
- Have access to reliable internet and laptop/computer and safe and confidential space to work remotely.

Application Process and Deadline:

If you are interested in this position, please e-mail your resume and cover letter to info@mwc.community, by 5pm (EST), on Monday, April 20, 2026. **No late applications will be accepted.**

We appreciate the interest of all the applicants, but only those under consideration will be contacted for an interview.