



## **Grant Writing and Research Intern (*UNPAID*)**

### **Position Description**

The Grant Writing and Research Intern will be working with the staff in the Administration office. The duties and responsibilities are varied and include but are not limited to the following:

### **Duties and Responsibilities:**

- Research grant leads/proposals
- Effectively communicate the organization's mission
- Assembling and submitting grant requests
- Comply with all grant reporting as required by foundations/corporate donors
- Ensuring prompt acknowledgement of foundation gifts
- Maintaining calendar to ensure timely submission of letters of inquiry, proposals, and reports

### **Capabilities:**

- Excellent customer service skills
- Effective written and verbal communication skills
- Proficiency in MS Word, Excel and Google Docs
- Strong research (traditional and internet) and writing skills
- Ability to multi-task, prioritize and meet deadlines
- Attention to detail and capability to self-correct
- Ability to work independently and in collaboration with others

**Contact with Others:** Will have contact with the general public in person and over phone or email.

**Working Conditions:** Internship will be primarily in an office environment.

### **Position Requirements:**

- **Availability:** 10 hours per week (minimum)  
Generally Monday – Friday between 8:00 am – 5:00 pm.
- **Physical Demands:** Must be able to lift at least 50 lbs. Must be able to sit for long periods of time.
- **Other:** A personal laptop is required for this position.

**Compensation:** This is an *unpaid internship*. We are happy to assist in receiving academic credit or providing a letter of reference/recommendation upon successful completion of the internship.