



Semester/Year: 2011

Number of Open Positions: 1

Volunteer Job Description – Intern or Practicum Student

Job Title: Grant-Writing Intern

Objective: To assist the Development and Communications Manager in researching, writing and packaging grants.

Department: Administration

Volunteer Supervisor: Kate Howell, Development & Communications Manager

Location: IISTL, 3654 S. Grand Blvd.

Time commitment: 10-20 hours per week, schedule permitting

Responsibilities: Research grants using the foundation center database and other resources. Write and proofread grant proposals. Package grants for submission.

Qualifications: Writing or fundraising experience. Desire to make an impact in the organization.

Training Requirements: Volunteer orientation

Benefits to Volunteer: Opportunity to make a long-term impact on the International Institute while gaining experience in the non-profit world.