

## Grant Writing Intern Description

**Job Title:** Grant Writing Intern

**Organization:** Sustainable Works

**Starting date:** Immediately

**Time commitment:** 10-15 hrs per week

**Compensation:** This is an unpaid internship

### Company Overview

Sustainable Works is a non-profit environmental education organization and is a project of Community Partners. We exist to ensure that the concepts of sustainability and the actions associated with living a sustainable lifestyle are integrated into the daily activities of individuals, students and businesses. We do this by providing educational experiences, serving as a liaison between governments, institutions, businesses and individuals and fostering community development. Through education, we activate sustainable practices and behaviors to foster a safe, healthy and equitable world.

### General Description

Sustainable Works is looking for a self-motivated individual to work with the Executive Director to locate and write grant proposals to secure funding for expansion and program development. The Grant writing intern would also be responsible for creating a calendar of available grants and deadlines for the upcoming year. This is an excellent opportunity to gain experience working with a professional staff in an enthusiastic, community-based Non-profit Environmental Organization.

### Qualifications

- Previous grant writing experience is preferred but not required
- Candidate must demonstrate excellent writing and research skills
- A background in sustainability is preferred
- Proficient in basic computer programs: MS Office

### Skills

- Strong communication and organizational skills
- Ability to work proactively within a team as well as independently
- Self starter, able to think creatively to solve problems

To apply, send cover letter and resume to [gina.garcia@sustainableworks.org](mailto:gina.garcia@sustainableworks.org). No calls please.