

## **Grant Writing Intern (Unpaid)**

Associated Mothers in Action (AMIA) invites inspired, community-minded applicants to apply for the position of Grant Writer (10-15 hrs/week). This is currently an unpaid internship with potential to move into a paid part-time or full-time staff as the organization builds capacity and financial resources.

Under the direction of the Executive Director, the Grant Writer will primarily be responsible for producing narrative that can be used in funding applications and proposals to expand business and secure funding for the organization.

The Grant Writer will work closely with the Executive Director to develop and implement processes, work with project staff, and assist leadership with defining and prioritizing written assets that contribute to the growth of the organization. We are seeking someone to help us fulfill our mission to educate the community of Compton, giving them the necessary tools to make educated decisions about their nutrition, create a healthier community, and lower our carbon footprint through composting. In the near future, we are looking toward projects including securing farm and office space, building our social-enterprise compost yard, creating an organic garden, and hosting educational and fun community event series for people of all ages.

The Grant Writer position will entail managing information in an organized fashion to create a repository of resources that can be easily accessible to the organization. It will also include managing all elements of the pre-award grant process such as searching for new funding opportunities, maintaining a standard system to retain record of applications, working collaboratively with team members to gather pertinent data and information, and comprehensively learning AMIA's programs in order to maintain relevance and consistently portray AMIA's successes in a compelling and up to date manner.

The Grant Writer will play an integral role in increasing AMIA's contributions in writing case studies and abstracts that further amplify AMIA's impact and create opportunities for new business through these channels. Collaboration, initiative, attention to detail and advanced writing skills will be at the forefront of the Grant Writer position.

### **Essential Functions**

- Creation of high-quality, informed, researched, data-supported narrative that is responsive to respective requests
- Engage in regular funding searches and identification of potential funding opportunities.
- Adherence to grant management and submission requirements and processes with an analytical approach, and bringing suggestions for process improvements for our grants program.
- Maintenance of narrative resources that can be re-purposed and shared across the organization and are able to be used for standard funding applications as well as custom or unsolicited proposals.
- Employ meticulous attention to detail to ensure compliance with grant application requirements successful project planning and adherence to deadlines.
- Participation and collaboration in preparation of project budgets that are aligned with grant narratives.
- Coordination, implementation, execution, and documentation of grant applications in alignment with AMIA's strategic direction, goals and objectives.

**Skills & Abilities**

- Detail Oriented - Ability to pay attention to the small details of a project or task
- Organized - Following a systematic method of performing a task
- Communication - Ability to communicate in speech and writing clearly and concisely.

**Position Qualifications**

- Education: Bachelor's Degree (four year college or technical school) or Associate's Degree
- Computer Skills: Must be proficient in Microsoft Office (Excel, Word, and PowerPoint)
- Advanced writing skills required.
- Familiarity with public and private funding applications preferred.
- Reporting as required to perform job duties.
- Critical thinking ability to define problems, collect data, establish facts, and draw valid conclusions
- Other Requirements: 1-2 writing samples required, of no more than 4 pages total.

**How to Apply**

Send a cover letter and resume in PDF to [llaneisha@associatedmothersinaction.org](mailto:llaneisha@associatedmothersinaction.org). The subject line should read: Grant Writing Intern – (Your Name).

EEOC STATEMENT It is the policy of AMIA to provide equal opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic.