



FRIENDS[™]
of the FAMILY
Take Back Tomorrow. Today.

Grants Internship

Location: Waterloo

Reports to: Grants Manager

Dates/ Hours Anticipated: 10-15 hours/week

Job Summary:

The Grants Intern will support Friends of the Family's grant program.

What You Will Do:

- Assist in the grant management process (auditing, preparation of materials, etc.)
- Assist with grant research and identify grant application opportunities
- Assist in the grant writing process (proofread, preparation of materials, conduct research, etc.)
- Research on best practices in the homeless and victim services field
- Complete assigned to dos and task for grant compliance
- Collect and report data for grant reporting and outcomes
- Accompany FOF staff during presentations, outreach and fundraising events

Job Qualifications and Competencies:

- Attending college for a degree in Family Services, Communication, Marketing, Education, Human Services, or another related field.
- Must have excellent organizational skills, attention to detail and the ability to prioritize tasks and projects
- Must have excellent verbal and written communication skills
- Must have knowledge of web and social media
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint and Publisher)
- Exemplify Friends of the Family Core Values of People First, Emotional Intelligence, Equity and Inclusion, Drive Change, and Grit.

For more information or if interested, please email Madison Gaffney, Community Engagement Manager, at madison@fofia.org with the subject line "Grant Internship."