**Grants & Compliance Internship**

*Location: Waterloo*

**Reports to:** Grants Manager

**Status:** Unpaid Internship

**Internship 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
* Assist with reviewing current and future FOF policies and procedures

**Internship Requirements:**

* Exhibit a belief in non-violence and a willingness to advocate on behalf of populations affected by domestic violence, sexual assault, human trafficking, other violent crimes, and homelessness in a non-discriminating manner.
* Respect the confidentiality of clients receiving services through Friends of the Family.
* Exemplify Friends of the Family Core Values of People First, Emotional Intelligence, Equity and Inclusion, Drive Change, and Grit.
* Believe in our 10 year vision: Everyone Has a Home
* Ability to pass a criminal background check
* Ability to complete Victim Counselor Training, Empower DB training, Confidentiality, Housing First Trainings

**Internship Qualifications:**

* Attending college for a degree in Family Services, Social Work, Counseling, Psychology, Communication, Education, Human Services, or another related field.
* Ability to complete university required service hours during normal office hours (M-F 8-4:30)

**For more information or if interested, please email Madison Gaffney, Volunteer Manager, at** [**madison@fofia.org**](mailto:madison@fofia.org) **with the subject line “Grant Internship”.**