

VOLUNTEER



## GRANT WRITER INTERN

[Apply by emailing your cover letter, resume, and 1-2 page writing sample to Sarah Schulman at sschulman@yss.org](mailto:sschulman@yss.org)

### YSS Organization:

YSS was founded in 1976 as Iowa's first homeless youth shelter. Over the years, the programs have expanded to help kids, adolescents, young adults, and their families throughout every stage of childhood and beyond. YSS provides **prevention, treatment, transition, and child welfare services** to youth and their families in Iowa.

### Position Description:

A career in Grant Writing is one of the most challenging and creative options for an individual. Grant writing must express a particular idea, proposal, opinion, or plan in a clear, persuasive, and succinct manner.

The Grant Writer Intern is responsible for assisting YSS' community engagement team to help advance the mission and programs by:

- Researching local, state, federal, and corporate grant opportunities,
- Writing proposals, letters of intent, and reports, and
- Helping to manage and maintain the donor database.

### What YOU are looking for:

- Gain valuable grant writing experience and grow writing portfolio within a nonprofit organization.
- Learn more about behind the scenes nonprofit fundraising efforts, donor database management, and YSS programs.
- Help to secure public and private grants which provide financial support for YSS programs.
- Casual dress code, fun team, and the opportunity to extend the internship into the fall of 2019.

### What WE are looking for:

- **Commitment, Collaboration, Compassion, Innovation, Integrity, and a "Can Do" Spirit.**
- Strong professional writing and editing skills and the ability to write clearly and persuasively.
- Proficient with Microsoft Word.
- Ability to work collaboratively and independently.
- Interest in fundraising tasks, writing, research, and YSS' mission.
- All majors are accepted. The following majors are preferred: Journalism, Communication, Business, and related fields.

### Training, Supervision, and Benefits:

- This is an unpaid summer internship.
- Must attend an orientation to cover YSS policies regarding confidentiality, drug-free work environment, and child abuse reporting.
- Invited to attend any YSS all-staff trainings that are available during your time with us.
- Supervised by the Grants Manager and will attend regular supervisory meetings.

### Location:

420 Kellogg Ave, Ames, Iowa, 50011

**YSS provides hope and opportunity by putting kids first. Learn more at [yss.org](http://yss.org).**

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**Time Commitment and Requirements:**

- 20-30 hours per week
- Available to start June 2019 (or earlier) and end August 2019
- Available during normal business hours Monday – Friday
- Must report hours to Volunteer Coordinator weekly

YSS is proud to be an equal opportunity employer. Those with lived experiences in the communities we serve are strongly encouraged to apply.

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