



WRITER INTERN

Apply by emailing your cover letter, resume, and 1-2 page writing sample to Sarah Schulman at ssschulman@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 writing at a nonprofit organization is one of the most challenging and creative options for an individual. Writing grant applications, press releases, and reports must express a particular idea, proposal, opinion, or plan in a clear, persuasive, and succinct manner.

The Writer Intern is responsible for assisting YSS' Community Engagement Team to help advance the mission and programs by:

- Helping to write, review, develop content, and edit proposals, letters of intent, press releases, federal grant applications, and/or reports.
- Gathering information via interviews, past writing samples, and/or other external research to develop accurate information for stakeholders.
- Researching business partners, foundations, organizations, and federal opportunities to generate a list of potential funding options.
- Reviewing potential RFPs from funders and deciding whether it is a fit for the organization or not.
- Other projects that assist the Community Engagement Team.

What YOU are looking for:

- Gain valuable writing experience and grow writing portfolio within a nonprofit organization.
- Learn more about behind the scenes nonprofit fundraising efforts, writing for a nonprofit, 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 are preferred: Journalism, Communication, and Business.

YSS provides hope and opportunity by putting kids first. Learn more at yss.org.



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.

Locations:

420 Kellogg Ave, Ames, Iowa, 50011

612 Locust St, Des Moines, IA 50309

Time Commitment and Requirements:

- 20-40 hours per week not to exceed 40 hours
- Available to start June 2019 (or earlier) and end August 2019
- Available during normal business hours Monday – Friday
- Must report weekly 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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