

**INTERNSHIP TITLE:** Grant Writing Internship

**POSITION TYPE:** Academic Year/Summer, Part time 10-20 hours/ wk

**LOCATION:** Buena Park, California

**PAY:** Unpaid

The Grant Writing Intern will work with the Development Department in researching potential grant call for applications. They will compile information including due dates and determine which programs or projects are the most likely to be funded. They may also be asked to assist in writing the letter of inquiry or in writing part of the grant submission. This is a great opportunity for an individual interested in learning about grant development in the non-profit sector to gain exposure and to have a practical learning experience.

**SUPERVISION:**

Works under the general supervision of the Director of Advancement

**SKILLS:**

Strong research skills

Strong communication skills

Personable

Pays full attention to detail

Problem-solver

Ability to work in a cross-cultural environment

**EDUCATION:**

Junior/ Senior in College OR Recent College Graduate

Giving Children Hope is a faith-based nonprofit organization dedicated to alleviating poverty (domestically and abroad) through disaster relief, health and community development, vocational training and advocacy.

**If you are interested in applying for this internship, please email a cover letter detailing the name of the position you are applying for, where you found the posting, and how this would benefit your future career as well as a current resume and TWO WRITING SAMPLES to**

**[volunteer@gchope.org](mailto:volunteer@gchope.org).** We are happy to work with your college or university if you are interested in receiving credit. As every university has different requirements we ask that you inquire with your school as to the requirements and restrictions.