



Grant Research/ Writing Internship

Charleston Habitat for Humanity (CHFH) seeks to continue serving its mission by researching grant funding opportunities. We are a 501©3 non-profit organization, an independent affiliate of Habitat for Humanity International, with a mission to end poverty and substandard housing in our community through providing affordable homeownership and home repair opportunities for local, working families.

Objective: The grant writing intern will work under the supervision of the Development Coordinator to target applicable grant applications and funding opportunities. Through substantial research (online and/or at the library) on available grants, the intern will determine and prioritize funding opportunities along with assisting the Development Coordinator in writing and submitting grants in a timely manner.

Responsibilities:

- Assist in researching potential funding sources aligned with CHFH needs and priorities
- Assist in organizing and managing data and files that track all grants and their deadlines
- Assist in writing and editing high-standard grant proposals to governments, foundations and corporations, in accordance with each grant's customized preferences and requirements

Necessary Skills: The position requires flexibility, a willingness to learn and try new things, accuracy, attention to detail, organizational skills, and ability to clearly communicate the mission of CHFH in a compelling way both verbally and in writing. Intern must be resourceful with above-average writing skills.

Schedule/Time Commitment:

- Flexible schedule based on goals set at beginning of internship
- For fall or spring positions: 125 hours (averages at 16 weeks at 8 hours/week)
- For summer positions: 200 hours (20 hours a week for 10 weeks)

Additional Information: Weekly scheduling is flexible with personal class schedules and commitments. Computer, desk and office supplies will be provided at the CHFH office at 731 Meeting Street. This internship is unpaid, but we will provide documentation for school credit. By participating in the internship, you can experience a career in the non-profit business world and gain valuable skills for any future job.

How to Apply: Email resumes to Stacia@charlestonhabitat.org. Include 200 words on why you would like to work as an intern with Charleston Habitat for Humanity. If we feel your qualifications align with our criteria, we will contact you for an interview.