



## Grant Writing Intern

Women and Children's Horizons is seeking a Grant Writing Intern. As the only provider of services to survivors of sexual assault and domestic violence in Kenosha County, our agency seeks assistance with our grant writing and funding initiatives. The grant writing intern will assist the Executive Director in researching and securing new funding opportunities for the development of our programs.

### Duties and Responsibilities:

- Assist with maintaining grant calendar for upcoming year.
- Assist by researching new potential donors and grant opportunities.
- Draft initial grant proposals.
- Previous grant writing experience preferred.
- Must be available a minimum of 4 hours per week.
- Must be highly motivated, works well independently, and has a "can do" personality.
- Good communication and interpersonal skills.
- Proficient computer skills; knowledge of Microsoft Word, Outlook, and internet.
- Excellent writing, proofreading, editing, and verbal skills are required.
- Ability to meet deadlines and works well under pressure.
- Participate in meetings, trainings and workshops as necessary.

Excellent communication and organizational skills; cultural competence and ability to interact with various publics; excellent interpersonal skills; must demonstrate professionalism with sound judgment and a high degree of responsibility, particularly as it relates to confidentiality.

Our volunteers are required to meet the following criteria before being accepted:

- Completed Volunteer Application
- Satisfactory Reference Checks
- Clear Law Enforcement and Social Service Record Checks
- Agree to WCH Code of Conduct and Confidentiality
- Has not used WCH services in the past three years
- Complete training course (if interacting with clients)
- Be at least 18 years of age

**To apply for an internship, please complete the application at <http://wchkenosha.org/volunteer>. A signature must be obtained to process application. Please return completed application via email at [volunteercoordinator@wchkenosha.org](mailto:volunteercoordinator@wchkenosha.org) or fax (262) 656-3402. All applicants MUST submit a current resume, cover letter, 3 professional references, contact for school's internship coordinator, and a copy of learning plan highlighting school's requirements. Applicants considered for role as intern will be required to complete a background check. For more information, please contact Rose Rosser at [volunteercoordinator@wchkenosha.org](mailto:volunteercoordinator@wchkenosha.org) or 262-656-3500.**