

Grants Intern Spring/Summer/Fall 2022 UNPAID

This internship is for anyone interested in pursuing a career in the nonprofit sector. The successful candidate will demonstrate a keen interest in nonprofits, as well as interest in a field of study related to the position. There are opportunities to "look under the hood" at grant writing and grant management functions as the intern may desire beyond the basic projects included in the day-to-day. This internship will require virtual and in-person activities at our Allentown, PA office. It is only appropriate for an intern who is within a reasonable commute of the Greater Lehigh Valley area. This internship requires a commitment of approximately 10 hours per week for the Spring semester.

Detailed projects and learning experiences

- ·SCRM grant tracking and data entry -- Review and clean grant data, make sure all grant info is accurate in SCRM
- ·Research new grant opportunities
- ·Assist with reporting using eCImpact
- ·Edit narrative
- ·Build a report tracking tool that includes every grant awarded, reports required, deadlines, sources for report information, different components (financial, program etc), people responsible

General Internship Information

- Internships at UWGLV are available in most of our business areas year round. We are highly flexible with start and end dates for internships.
- Open to individuals of any age over 14, in a formal educational program or not, who demonstrate they are developing new professional skills and would benefit from the opportunity to work and learn in our organization.
- Will work on projects that go beyond that which the organization expected to accomplish with regular employees and which are not core to the achievement of the organization's mission.
- An intern is expected to get as much from the work experience at UWGLV as UWGLV gets from the intern. The supervisor of an intern anticipates a "break-even" exchange of time invested in mentoring the intern versus work product contributed to the organization.
- It is not the purpose or intention of this program to allow prospective employees to "work for free" to demonstrate their skill set or prove their suitability for employment. Candidates applying for stipend internships for this purpose will not be accepted.
- Not compensated for their time or work.
- May serve as an intern for no more than 1 year or no more than 950 hours.

DIVERSITY STATEMENT

We believe that diversity of thought as well as cultural diversity of staff and volunteers strengthens United Way of Greater Lehigh Valley's ability to achieve its mission, vision, philosophy and values. United Way is committed to having a workforce and volunteer teams that reflect and celebrate the diversity of our community in all respects. Reasonable accommodations may be made to enable individuals to perform the essential functions. United Way of the Greater Lehigh Valley is an equal opportunity employer.

United Way of the Greater LV is an EEO employer - M/F/Vets/Disabled

To apply:

Questions: Jennifer Nicolosi, Asst. Director, AmeriCorps Programs, United Way of the Greater Lehigh Valley, 610-807-5741 or jennifern@unitedwayglv.org

