

DETAILED JOB DESCRIPTION

Grants Assistant Intern

ORGANIZATION: Northwest Youth & Family Services **CATEGORY:** Development/Fundraising

ORGANIZATION SUMMARY:

NYFS is a non-profit social service agency working for the northern suburbs since 1976. Each year over 4,000 individuals and families are helped by our programs. Our services include employment programs for at-risk youth, mental health counseling for all ages, senior chore services, community social workers, juvenile delinquency intervention, summer camp and a day treatment program for youth.

SUPERVISOR: Adel Chamoun

LOCATION: Twin Cities Metro

HOURS PER WEEK: Open **DEADLINE:** Open Until Filled

PRIMARY DUTIES AND RESPONSIBILITIES:

This position involves work in the following areas:

- Research and review information on potential grantors.
- Help determine grant writing schedule.
- Work with NYFS Director of Development to determine eligibility for funding.
- Research and write initial draft of grant proposals
- Implement and/or update previous proposals to meet eligibility guidelines for submission.
- Work with NYFS program staff to ensure all grant information is updated and correct.
- Help complete and assemble all necessary grant attachments prior to sending grant application (e.g. budget forms, supporting documentation, cover letters, etc.)

EXPERIENCE AND QUALIFICATION REQUIREMENTS:

The ideal candidate would be outgoing, self-motivated and able to work with diverse groups of people including volunteers. Proficiency in Microsoft Word, Microsoft Excel and internet search protocols is also needed. In addition, candidates should also have excellent interpersonal, written, phone, and database entry skills. Ideal candidates will be currently pursuing a BA in non-profit fundraising/management, communications or related fields. College credit may be available depending on the requirements of your college or university.

HOW TO APPLY:

Interested applicants should send a cover letter and resume via email or mail to

Northwest Youth & Family Services

Attn: Adel Chamoun

3490 Lexington Ave. North

Shoreview, MN 55126

adel@nyfs.org

No phone calls please