



COMMUNITY PROGRAM INTERN

Job Description

Volunteer's Report to: Gail Brownmiller, Director of Community Programs

Summary: The Community Program Intern will be assisting the Director of Community Programs with the grant structure and the process of grantee applications as well as other special projects on an as needed basis.

Time Commitment: Approximately 10 hours a week

Essential Duties and Responsibilities for the grant program:

- Assist with grant training, logistics, and materials
- Process grant applications
- Check for grant contract compliance
- Score grants and learn the grant process
- Assist with grant summaries
- Assist with preparations for the Grantee Luncheon
- Other duties as assigned

Requirements:

- Strong communication skills, both verbal and written
- Computer skills, including Excel and mail merges
- Organized and can work well independently
- Interest in program management or the grant process
- Previous administrative experience preferred.

Benefits:

- Work experience
- Tri-met tickets

We can't do it without you!