



**Position** Grant Writing Intern

**Location** Los Angeles, CA

**About RI:** Relief International (RI), an international relief and development agency with cross-sectoral programs bridging relief and development, currently seeks a Grant Writing Intern, to be filled as soon as possible.

**Position Summary:**

The Grant Writing intern position is a challenging and rewarding opportunity for those with a strong desire to be involved in the non-profit sector, humanitarian relief efforts and international development. The Grant Writing Intern will provide strategic support in grant research and proposal writing. The ideal candidate will demonstrate excellent writing and research skills as well as previous experience developing and/or reviewing grant proposals.

**ESSENTIAL RESPONSIBILITIES AND DUTIES:**

- Researching grant prospects
- Researching need statements
- Narrative writing and drafting of grant proposals.
- Assist Relief International employees as needed.

**QUALIFICATIONS & REQUIREMENTS**

- Available for at least 12-15 hours a week.
- Excellent communication and writing skills.
- Strong research and analytical skills and experience conducting internet research.
- Proficiency with MS Office, including Word and Excel.
- Strong organizational skills.
- Prior experience in research and grant writing.
- Ability to work as part of a team.
- Creativity
- Demonstrated interest in international development and relief efforts with a strong commitment to local and global social justice.

**Salary:** Unpaid; Monthly transportation stipend and academic credit available.

**Application Procedure:** To be considered for this recruitment, please submit a cover letter, resume, a recent one-page writing sample, and 3 supervisory references (including name, email and phone number), with your date of availability to [intern@ri.org](mailto:intern@ri.org). Incomplete applications will not be considered. The email subject line should include the following: Grant Writing Intern – LA.