

## **Sola Community Peace Center Internship for Grant Writing and Fundraising**

This internship is a program of Sola Community Peace Center for 20 hrs/wk for a college student during summer. It engages qualified young adults in raising critical funds for working for peace with justice with economically disadvantaged young people in the communities around USC. The intern will work with the Executive Director to apply for grants and seek funds for the peacemaking programs. The intern will work under the Executive Director's supervision, but must be able to take initiative and work independently as well. The intern will research grants and funding opportunities, draft grant proposals with information about the programs, and support the development of fundraisers and other sustainable revenue-generating initiatives.

### **Duties**

- \* Meet once a week with peace center director or designated staff
- \* Research grants and work with Executive Director to select grants to apply for
- \* Compile information for grants and complete grant applications/Letters of Inquiry
- \* Work with Executive Director and Fundraising Committee to create fundraising strategies and help implement them
- \* Develop and host at least one experiential Grant Writing and Fundraising skill-building workshop for Peace Camp youth interns and summer staff

### **Required Qualifications:**

- \* 18 years of age or older and graduation from high school or equivalent
- \* Interest and experience with grant writing/fundraising
- \* Interest in youth and peace with justice
- \* Commitment to nonviolence
- \* Excellent written and verbal communication skills
- \* Excellent organizational and interpersonal skills
- \* Ability to pass background check