



CleveLawn is a local non-profit organization that was established in 2019. Our mission is to reduce violence and poverty throughout Cleveland. With our workforce development model, we help these communities by training them with the skills and behaviors required for success in workforce. CleveLawn focuses on breaking down the barriers of entry for second chance citizens, individuals in long term recovery, and at-risk youth. Our vision is to beautify and sustain marginalized communities in the greater Cleveland area.

We are seeking an enthusiastic and motivated college student with a passion for grant writing to join our team. As a Grant Writing Intern, you will gain hands-on experience in the grant writing process and contribute to the success of our organization.

Job Description

Position: Grant Writing Intern

Status: Part-time, 10-15 hours per week

Salary: Unpaid, credit offered upon completion of the internship

Duration: Summer 2023

Reports To: Director of Programs and Human Resources

Responsibilities:

- Conduct research on potential funding sources and identify grant opportunities
- Write and submit grant proposals that align with the organization's mission and goals
- Collaborate with program staff to gather information necessary for grant proposals
- Maintain a calendar of grant proposal deadlines and submit proposals in a timely manner
- Assist with grant reporting and follow-up as needed
- Attend team meetings and provide updates on grant writing progress

Requirements:

- Must be currently enrolled in an accredited college or university
- Strong research and writing skills
- Excellent communication and interpersonal skills
- Ability to work independently and in a team environment
- Familiarity with grant writing best practices and guidelines; Prior grant writing or related experience is a plus

Proficiency in Microsoft Office and Google Suite

Please send resume and cover letter to Devon Ventura, Director of Programs and Human Resources at Dventura@Clevelawnohio.org.