



Development and Grants Intern

Intern Job Summary

We are seeking an energetic, responsible, creative intern to assist our Development and Grant Manager. In this position, you will be expected to learn the ins-and-outs of our daily routines and procedures. You will focus on learning how Merrick House's Development Department runs and will gain hands-on experience operating the Development department. Currently, this internship funding is not compensated. Applicants should have a passion and desire to give back to their community as well as an understanding of Merrick House's mission, vision, and values.

Intern Duties and Responsibilities

- Perform clerical duties, take memos, maintain files, and organize documents; photocopy, fax, etc. as needed
- Assist in preparing information and research materials; create and maintain grant overviews for Directors and related meetings
- Take notes and memos during meetings; type documents, drafts, and reports; sort and manage files
- Run general industry related errands
- Manage databases and input information, data, and records
- Attend company functions and networking events
- Train in a variety of tasks

Intern Requirements and Qualifications

- High school degree or equivalent; must be enrolled in an accredited university/college nonprofit program to receive credit
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel)
- Must be 18 years of age
- Excellent written and verbal communication skills
- Self-directed and able to work without supervision
- Energetic and eager to tackle new projects and ideas
- Reliable transportation to and from Merrick House in Tremont, OH
- Admittance into a Nonprofit program

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MerrickHouse.org