



## **JOB DESCRIPTION**

Grants Intern – Stipend

**Master's Level Intern Preferred**

**Winter/Spring/Fall 2020**

20 hours weekly

Reports to: Liz Washington -Grants Manager

Kids' Food Basket is a grassroots, community solution to childhood hunger. We engage all who care about children reaching their full potential – in school and in life. We began over a decade ago by serving 125 kids each school day through our Sack Supper program and now serve nearly 8,000 kids each weekday in West Michigan.

Kids' Food Basket provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, marital status, height, weight, genetic information, qualified disability, or veteran status. In addition to federal law requirements, Kids' Food Basket complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities.

### **Internship Duties:**

- Assist in organizing, maintaining, and recording grant communications; research and creation of organization profiles; administrative grant management duties and grant fulfillment opportunities; and data entry support – 80%
- Assist with grant writing and evaluation of the Kids Helping Kids Program – 20%

### **Skills and Qualifications**

- Master's degree in progress.
- Can work independently as well as collaboratively.
- Excellent written and verbal communication skills.
- Organized with the ability to work in a fast paced, ever changing work environment.
- Possesses skills in project and time management.
- Well versed in computer programs (Microsoft Office required).
- Demonstrate the ability to solve problems, analyze systems and data, and make suggestions for improvement.

### **Physical Activities:**

- Climbing - Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like using feet and legs and /or hands and arms.
- Standing- Particularly for sustained periods of time.
- Hearing - Perceiving the nature of sounds at normal speaking levels with or without
- Light work- Exerting up to 20 pounds of force occasionally, and /or up to 10 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.

- The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)

**Level I | Part-time Internship with Stipend or College Credit (Prior approval from intern's school needed for College Credit)**

- 150 hours a semester = \$599 stipend or approved College Credit.
- Intern may choose to receive this payment at the end of their 150 hours or receive two payments of \$299.50, with one payment halfway through their internship and the last payment at the culmination of their internship. If chosen, the stipend is provided for non-reimbursed expenses incurred by intern, such as fuel, mileage, parking fees, etc.

**Send cover letter and résumé via email to:** Liz Washington at [hire@kidsfoodbasket.org](mailto:hire@kidsfoodbasket.org)  
**Applications will be reviewed as they are received. (NO PHONE CALLS PLEASE)**