

DEVELOPMENT AND GRANTS INTERN

MAJORS: Organizational Leadership; Nonprofit Administration; Economic Development

SITE: Organization: Share Homes

Location: 503 E. 200th Street , Euclid, OHIO 44119

About Us: Share Homes is dedicated to providing a safe and supportive environment for youth and young adults in our community. Our programs aim to empower our community by providing concessions, mentorship, and essential life skills. We believe that every young person deserves the opportunity to thrive, and we work tirelessly to create programs that make a difference.

Job Description: We are seeking an enthusiastic and motivated Entry Level Grants Assistant to join our team. This position is ideal for someone passionate about nonprofit work and eager to learn about grant writing, funding applications, and program funding management. The Grants Assistant will support the Grants Manager in various tasks related to grant applications, tracking, and reporting.

Key Responsibilities:

- Assist in researching potential grant opportunities that align with our programs and missions.
- Support the preparation and submission of grant proposals and applications under the guidance of the Grants Manager.
- Maintain an organized database of grant proposals, deadlines, and reporting requirements.
- Assist with the tracking of grant expenditures and participate in budget

preparation.

- Help gather and compile reports and data for grant reporting purposes.

Qualifications:

- High School diploma or willing to enroll immediately.
- Strong written and verbal communication skills.
- Detail-oriented and organized with the ability to manage multiple tasks.
- A passion for supporting youth and community development.

What We Offer:

- Comprehensive training and mentorship in grant writing and nonprofit management.
- A collaborative and supportive work environment.
- Opportunities for professional growth and advancement.

Share Homes is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Join us in making a difference in the lives of youth in our community!

www.sharehomesohio.org

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