

# Brunswick Area Historical Society



4613 Laurel Road, PO Box 714, Brunswick OH 44212

## The Brunswick Historical Society

The Brunswick Historical Society (Brunswick, Ohio) has started a project for a new building at their Heritage Farm which is being funded by state and local contributions. For the next phase the Society is looking for an intern to assist with foundation and corporate grant funding to complete work on the inside of the building and the landscaping of the project. In addition to gaining an understanding of how grants work, and developing contacts, the intern may also involve themselves in historical preservation and government issues the Society is addressing.

## Internship Summary

The Society is seeking an intern to work on the on-going expansion of our Heritage Farm. The work will involve the writing of grants requests to identified foundations and corporations. Through this work the intern will gain an understanding of urban development, and grant funding. The focus will be on learning how non-profit organizations develop funding to meet expansion plans.

## Intern Duties and Responsibilities

Learn and understand the scope of the Society's current expansion project.

Review a list of possible foundations and corporations provided to the intern for grant opportunities.

Use email, online applications, or call to ensure an understanding of the qualification process

Prepare draft of written grants request for submittal to a professional grant writer for review

Create and maintain a database of request submittals, associated data, and records for the Society's executive meetings.

Research and gather documentation on company foundation of grant history

## Intern Requirements and Qualifications

Must be enrolled in an accredited university/college

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, eager to tackle projects, and pursue the development of ideas.

Internship Particulars

Reporting to the Secretary of the Society and a volunteer with a master's degree in library science, the internship will run concurrent with the 2019 summer months for the university currently attending

The position may potentially be funded but no compensation is currently available. Work may be done remotely unless the intern wishes to participate in meetings and project activity

Initial telephone interviews will be held as applicable candidates are identified until the position is filled

Students interested should send an email and include a writing sample: [brunswickAreaHistory@gmail.com](mailto:brunswickAreaHistory@gmail.com).

For information about the Society's Mission, History, and Scope: <https://brunswickhistory.com/>

Our non-profit information: 501c(3) TAX ID: EIN 34-1664026