



Ohio Environmental Council

Grant Research Intern

Supervisor: Kristi Boger, Grants Director
Time Commitment: 10-15 hours per week
Schedule: Flexible over 10-12 weeks, summer 2018
Location: Columbus, Ohio

Responsibilities

- Research potential grantors and grant opportunities
- Help develop and streamline grant prospecting processes
- Compile and analyze grants information for internal communication
- Assist with grants management tasks such as databasing, e-file organization, calendaring, and tracking
- Potential grant proposal, report, and standard documentation writing and editing

This internship is a volunteer, unpaid position.

Qualifications

- Excellent communication skills, both written and verbal
- Self-motivated and flexible
- Strong editing and proofreading skills are highly desirable
- Strong proficiency in Microsoft Office or Google Suite

About the OEC

The Ohio Environmental Council is the state's most comprehensive, effective and respected environmental advocate for a healthier, more sustainable Ohio. Our experts work daily to restore, protect, and strengthen the quality of life for families and communities – from the air we breathe and the water we drink to the food we eat and natural resources we enjoy. Find out more at www.theOEC.org.

The OEC is committed to inclusion and diversity. We seek to hire staff that reflects the diverse communities and perspectives that comprise Ohio. Qualified candidates of all backgrounds are highly encouraged to apply.

The OEC prohibits discrimination of employment, promotion, compensation, terms, conditions, or privileges of employment on the basis of gender, disability, race, age, national origin, color, creed, sexual orientation, sex (including marital and parental status), gender identity and

expression, religion, economic status, ethnic identity, veteran's status, or any other basis prohibited by applicable law.

How to Apply

Applicants must submit a resume and cover letter to internships@theoec.org with the subject of "Grant Research Internship Application." This application will close on March 30, 2018.