

INTERN JOB DESCRIPTION

Title: Policy and Procedure Writer

In 2001, The Glory Foundation Inc. (TGF) CEO, Tiona Gosha, began caring for children with life-limiting illnesses at home, while parents and caregivers rested during the night. After providing these services for over fifteen years, our CEO discovered that these families also needed community-based respite. Community-based respite offers out of the home respite so that parents are afforded a time to relax and recharge. Respite is the gift of rest for parents and caregivers of children with limited lifespans due to an incurable disease. Our long-term goal is to establish a pediatric respite hospice home for children with limited lifespans in the greater Cleveland area. Currently, we provide support to children and their families through three outreach programs: Celebrating their lives, Get out the House Respite, and Bereavement Support. Please see our website for a detailed explanation of each program. The Glory Foundation is incorporated in Ohio and became a 501c3 non-profit organization in 2015.

Description

"Policy writers compose, maintain and clarify the policies and procedures of the company, organization or corporation for which they work. Often assigned with the task of writing a policy manual, as well as the procedures by which to introduce such changes to the manual, policy writers act as liaisons between employees and employers vis-à-vis corporate or company guidelines. Also, policy writers introduce these company policies internally and externally. Beyond introducing new rules and programs, policy writers often ensure the implementation of new and revised policies and guidelines". [Policy Writer Job Description](#).

Responsibilities include

- Write simple and clear policy and procedures, that are easily understood by everyone.
- Write and develop comprehensively and be able to address questions or situations that may arise.
- Be attuned to potential situations or questions at every level of the organization.
- Maintaining policy manuals keeping accurate files.
- Updates, revise, and delete records providing easily accessible.

Requirements

- Candidate will possess excellent communication (verbal/written), proofreading, organizational and interpersonal skills.
- Strong organizational, research and facilitation skills.
- Fosters the ability to partner with a broad range of collaborators and stakeholders from technical staff to executive leadership.
- Must be able to interact with a diverse clientele and facilitate group discussions to promote consensus.
- Able to analyze and resolve multiple tasks to meet tight deadlines.
- Must have a supervisor in area of specialty along with organization supervisor
- Able and willing to work virtually, with access to computer and internet
- Attend work meetings as announced at scheduled locations

The Glory Foundation

- Interns are expected to work some hours per week meeting their program requirement. Our need is 4 to 6 hours per week.
- Note this is an INTERN/TRAINEE training position where you will gain skills to utilize in a work environment outside of our organization. Undergraduate and graduate students with a GPA of 2.5 or higher are encouraged to apply. Opportunities in the summer, fall, and spring are offered.

Compensation:

INTERN/TRAINEE position non-paid

To apply, send your resume and cover letter to.

tgosha@tgfoutrreach.org

Please see our website at tgfrespite.org